

Job Description

Job Title: Driver Training Simulator Specialist/Workshop Presenter

FLSA Status: Exempt

ADP Job Code: FUNSPC

Reports to: Assistant Director of Risk Management / Educational Services

Department: Risk Management

Location: Ephrata 152

Prepared by/date: March 2018

Summary:

Educate and train professional drivers in all programs to be safe and defensive drivers. Drive and maintain truck and trailer. Operate computers and various Windows based programs designed to work with the various programs associated with the Driving Training Simulator (DTS). Communicate with students and administration. Provide other trainings to members as needed.

Essential Duties and Functions: include the following. Other duties may be assigned.

- Conduct computer operations to efficiently train students in the operation of various vehicles. Communicate effectively to evaluate students who have attended the driving training.
- Assist the Assistant Director of Risk Management in developing new trainings as appropriate.
- Supervise and train other DTS trainers on an ongoing basis.
- Travel throughout the Pacific Northwest while towing a trailer. Overnight travel will be required.
- Maintain trucks and trailers by washing, sweeping and mopping the inside of the trailer. Diagnose and repair small mechanical problems associated with the truck and the trailer, to include but not limited to; hydraulic motors, vehicle lighting, tires, wheels, and brakes.
- Assist the Risk Management team with risk assessments in regards to safe driving concerns, as well as other areas of risk management.
- The job, from time to time, may require travel by forms other than car or truck, to include air, rail, or water transportation.
- Present workshops as requested.
- Other job-related projects or assignments as delegated.

Competencies:

- Exceptional communication skills; vast knowledge of driving skills; knowledge and ability to work with Windows based computer programming; and the ability to perform some maintenance, including limited disassembly of the computer to repair or replace hardware items.
- A basic knowledge of towing trailers and a good mechanical aptitude.
- Excellent oral and written communication and the ability to work in teams.
- Possess a positive attitude, strong interpersonal skills, organizational skills, and computer skills.
- Appropriate professional dress is mandatory. Must present oneself in a professional manner, including personal hygiene and appearance.

- Regular attendance is essential and expected for the effective operation of the company.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Required

- Minimum of 10 years of professional driving training, law enforcement, or equivalent experience.
- Valid driver's license
- Possess an exemplary driving record.
- DOT physical (required for out of state travel)

Preferred

Physical Requirements Necessary on a Regular Basis:

1. Manual dexterity, arm and upper body range of motion sufficient for use of a keyboard, mouse and telephone on a constant basis for at least 7-10 hours per day.
2. Speech and hearing sufficient for in-person and telephone communication on a constant basis for at least 7-10 hours per day.
3. Vision sufficient for use of a computer monitor.
4. Ability to sit at a desk on a constant basis for at least 7-10 hours per day.

This job description is not meant to be an all inclusive statement of the duties of the position listed above. Other appropriate duties may be required from time to time.

I acknowledge that I have reviewed this job description and can perform the essential duties with, or without, reasonable accommodation.

Signature_____

Print Name_____

Date_____