



## UNION JOB DESCRIPTION

**TITLE: Garage Training Coordinator**

### DEFINITION:

Develops and organizes training programs for classroom and hands on instruction. Trains and directs other employees in the maintenance of all vehicles. Coordinates with Foreman and other shop personnel. Takes direction from the Garage Manager.

### BASIC RESPONSIBILITIES:

1. Develops and organizes training programs for classroom and hands on instruction. Includes demonstrations of skill required in the trades and lectures on theory, practices, methods, and procedures.
2. Provides a variety of vocational training with subject matter related to the maintenance and repair of District vehicles.
3. Develops a weekly work schedule for routine duties.
4. Completes training projects on time and within budget.
5. Coordinates department training with shifts and schedules outside training.
6. Reviews and maintains department training records and costs.
7. Maintains quality control and records required for the District and State required programs.

### OTHER RESPONSIBILITIES:

1. Performs associated duties as assigned.

### MINIMUM QUALIFICATIONS:

Knowledge of:

- District vehicles
- FleetTracker system to research shop work order information.
- Material requisitions.
- Appropriate dollar levels for purchasing.
- Oil spills and proper clean up procedures.
- Proper use of tools and equipment.
- Various forms, reports and time slips, and how to complete them.
- Training techniques and methods.

Ability to:

- Effectively communicate verbally and in writing.
- Demonstrate handling and utilizing tools and equipment that are common to vehicle maintenance and repair industry.
- Interpret vehicle industry codes, standards, procedures, and regulations.
- Organize a variety of complex training programs.
- Provide direction and instruction.
- Deal with the public.
- Demonstrate graphic arts skills for visual material preparation.
- Identify, analyze and resolve problems.

MINIMUM QUALIFICATIONS: (Continued)

Ability to:

- Adjust to varying workload demands.
- Receive and carry out assignments.
- Direct the work of others.
- Interpret and apply relevant District policies, procedures and agreements.
- Initiate tasks and work without close supervision.

Education/Experience:

- Utility Mechanic.
- "SuperVision" Training.
- Training in District purchasing practices.

License or Certification:

- Valid Washington State Driver's License.
- Willing to obtain a Washington State Commercial Drivers License (Class A).
- CPR First Aid card.

PREFERRED QUALIFICATIONS:

- Past experience as an instructor or trainer in the vehicle maintenance and repair industry.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment. Some exposure to chemicals for cleaning and painting parts.
- Some exposure to fumes from welding and grinding on metal.
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 120 lbs. on a daily basis. Must be able to work on varying shifts and long hours as storm and emergency conditions dictate.
- Subject to 24 hour call-out emergency conditions.