



UNION JOB DESCRIPTION

TITLE: Assistant Equipment & Driver Trainer

DEFINITION:

Instructs individuals or groups District-wide in theory and practical application of vehicle driving and operation skills applicable to all District vehicles and equipment. This position is under the Lead of the Lineman Training Coordinator and the direction of the Equipment & Driver Trainer. The Assistant Equipment & Driver Trainer reports to the Senior Operations Superintendent of Distribution Construction Services.

DISTINGUISHING CHARACTERISTICS:

The Assistant Equipment & Driver Trainer is a full-time position. This position is responsible for ensuring coverage of his/her training duties in advance of accepting overtime that may interfere with them. The position will be bid, and the candidate will be selected through a joint labor/management interview committee.

When scheduled for training duties by the Lineman Training Coordinator or the Equipment & Driver Trainer, the Assistant Equipment & Driver Trainer cannot take overtime callouts if the call-outs interfere with these duties. For relief purposes, if necessary, for staffing with manager approval, the Assistant Equipment & Driver Trainer may be upgraded to Equipment & Driver Trainer after successful completion of the mandatory three (3) month training period. This position requires technical knowledge and expertise related to operation of District equipment. This position requires the incumbent to work as a Line Helper, Equipment Operator or Heavy Equipment Operator as required due to storms or workload and performs all the duties of those positions.

BASIC RESPONSIBILITIES:

1. Trains and certifies employees for Commercial Driver's License (Class A) in accordance with State and Federal laws.
2. Plans, develops and implements equipment training programs using lecture, audiovisual aids, and hands-on instruction. In some cases, this will involve becoming certified as an instructor to comply with state and/or federal standards.
3. Demonstrates, observes and explains handling and operation of District vehicles and equipment including, but not limited to, driving techniques, mechanical operation of hydraulic and air systems, and rigging and signalman training, in compliance with District and Washington State vehicle standards and codes.
4. Maintains personal proficiency and certifications on all District equipment as necessary in accordance with State and Federal laws.
5. Provides District crane and boom truck certification and proficiency in accordance with District, Washington State and Federal laws, rules and regulations.
6. Provides District-wide training and testing (when applicable) on all equipment such as; crane, boom truck, backhoe, track hoe, dump trucks, digger derrick, vector truck, pole hauling truck, wire tensioner and puller, aerial manlift, freight truck and other District vehicles and equipment as necessary.

7. Coordinates scheduling between the Area Supervisors, Lineman Training Coordinator, Crew Dispatchers and Crew Coordinator for the purpose of training and maintaining proficiency for District employees on District or Leased Equipment.
8. Coordinates scheduling with State agencies for CDL testing.
9. Maintains training records using various District software.
10. Provides technical expertise to District management regarding vehicle design and specifications.
11. Provides assistance to the Lineman Training Coordinator, when requested, with various testing, safety and proficiency training activities.
12. Provides training regarding applicable safety rules contained in the District's Accident Prevention Manual, OSHA and WAC.
13. Maintains the Line Training yard and related training facilities.
14. Works with Vendors, Manufacturer representatives, District Managers, Line Employees, Safety and Transportation to research and implement the use of new vehicles and equipment.

OTHER RESPONSIBILITIES:

1. Completes time slips and necessary reports affecting job assignments.
2. Ensures proper utilization and care of equipment assigned.
3. Completes work in a safe and efficient manner.
4. Provides specialized equipment operation training to employees of other utilities upon request, subject to the approval of the Division Director.
5. Performs duties of Equipment Operator, Major Equipment & Yard Operator, Toolman or Line Helper.
6. Represents the District at conferences and seminars to maintain expertise in equipment and work practices. Gathers information on new equipment and vehicles, and presents this information to management, and vehicle (rig) and equipment committees.
7. Communicates with various outside agencies regarding rules, laws, regulations and best practices.
8. Attends seminars to improve communication and training skills
9. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable policies, procedures and agreements of the District (including but not limited to Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure, etc.).
- Correct and proper operation of all District vehicles and equipment.
- Washington State Department of Licensing rules, regulations and requirements for basic licensing and Commercial Driver's Licensing (all endorsements).
- District Accident Prevention Manual and applicable WAC laws

- Various forms, reports, time slips and how to complete them.

Ability to:

- Drive and properly operate all leased and District vehicles and equipment.
- Coordinate driving and equipment training with various departments within the District.
- Maintain necessary proficiency and certifications on all District equipment in accordance with State and Federal rules and regulations and District standards.
- Train and instruct.
- Use computer and necessary applications.
- Interact with customers, government officials and District employees as necessary to complete assignments.
- Perform the duties of Major Equipment & Yard Operator, Equipment Operator, Toolman and Line Helper as required.

Education/Experience:

- Three (3) years' experience driving heavy-duty vehicles and operating various types of equipment utilized by the electric utility industry.
- High School Diploma or equivalent.
- Major Equipment & Yard Qualified

License or Certification:

- Current Washington State Commercial Driver's License (Class A).
- Current CPR and First Aid Card.

WORKING CONDITIONS:

- Work is performed primarily in an outdoor environment, however there are times when instruction is held in a classroom.
- The outdoor environment is subject to varying weather conditions.
- Must be able to lift and carry heavy material and tools in excess of 65 pounds.
- Must be able to perform rescue operations, including Pole Top and Vault Rescue.
- May work at heights over 100 feet as required for training and testing of equipment.
- Must be able to work long hours as storm conditions dictate.
- Subject to 24-hour call-out for emergency conditions.