



Creating opportunities for people to rise above barriers in their pursuit of better lives.

PROGRAM/DEPARTMENT Farmworker Services/Workforce Development Division LOCATION: Stockton ASET	CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel. CHD is an Equal Opportunity Employer.
JOB DESCRIPTION TITLE: Truck Driving Instructor	POSITION STATUS: Regular Full-time FLSA STATUS: Non-Exempt
SALARY: Grade 8	PROGRAM HOURS: 7:00 a.m. – 3:30 p.m. Monday through Friday

CORPORATION DESCRIPTION:

California Human Development (CHD) is a private, non-profit, human service agency that provides a wide range of programs and services throughout Northern California.

DIVISION DESCRIPTION:

CHD’s Farmworker Services/Workforce Development Division (FWS-WDD) receives funds from multiple sources (Federal, State, Local, and Private). These programs are designed to prepare adult and youth migrant and seasonal Farmworkers and other disadvantaged, unemployed and underemployed individuals for full participation in the labor force. Services include all WIOA Career Services (Basic, Individualized & Training), Counseling, education, job training, Work Experience, Vocational Training, On-the-Job Training, Emergency Support Services and Vocational English Language classes.

The results from completing the training include increased self-sufficiency, higher occupation skills and increased education which lead to satisfying careers, job security and prosperous lives.

SUMMARY: This is an instructional work teaching position under a comprehensive training program for economically disadvantaged and/or unemployed persons. The program provides employment and training opportunities in the field of Tractor-Trailer truck driving. The overall responsibilities of the Instructor include: organizing, developing and implementing a comprehensive truck driving training program in an actual shop area-work situation.

ESSENTIAL RESPONSIBILITIES AND DUTIES: Under the supervision of the ASET Center Manager, the Truck Driving Instructor’s duties and responsibilities include:

- A. Instruct students both in the classroom and in the truck, using truck driving curriculum and, taking into consideration the number of students, coming up with the most workable plan for effecting good teaching techniques.
- B. Prepare, with the ASET Center Manager a course outline for subjects to be taught.

- C. Instruct and tutor students; use materials, videos, audio tapes and other devices to demonstrate methods and procedures used to accomplish a work situation. This includes: training in attitudes, reliability, job readiness and interviews.
- D. Conduct individual counseling, to motivate students toward greater achievement in skill work performance and in maintaining good attendance records, work with students to enable them to succeed in achieving employment.
- E. Evaluate and grade students in accordance with established curriculum.
- F. Operate in a spirit of team work with the staff, jointly assessing needs of each student and work together in the guidance and development of the student.
- G. Perform light routine maintenance on trucks.
- H. Perform monthly progress reports on students.
- I. Operate a Forklift.
- J. Actively participate in the safety program and provide meaningful suggestions for working safely.
- K. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- A. Ability to communicate effectively verbally and in writing.
- B. Spanish-speaking ability highly desirable.
- C. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- D. Ability to write routine reports.
- E. Ability to speak effectively with students and co-workers.

MATHEMATICAL SKILLS:

- A. Ability to add, subtracts, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- B. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- C. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to use effective judgment in crisis situations.
- F. Ability to solve problems and resolve conflicts effectively.
- G. Should be one of caring and concern for other employees and clients served.
- H. Should build lasting relationships with both, giving them confidence in your skills and ability.
- I. Ability to maintain own psychological well-being.
- J. Ability to recognize and manage personal bias.

SUPERVISORY RESPONSIBILITIES:

- A. May oversee and direct instructor's aide.
- B. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws.

Reviewed by MV 3/3/20

Reviewed by MV 07/29/2019

Reviewed by AC 2/21/19

WORKING CONDITIONS:

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently: Sitting, Walking, Seeing, Hearing, Speaking

Occasionally: Standing, Carrying

Seldom: Bending, Stooping, Lift approximately 25 lbs, Squatting, Kneeling

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate. May have exposure to hazardous conditions and/or materials

QUALIFICATIONS:

EDUCATION:

- A. A high school diploma or equivalent.

EXPERIENCE:

- A. Minimum of five years in a journeyman level truck driving position.
- B. Knowledge in all aspects of truck driving.
- C. Experience teaching program participants.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A. A valid California Class A Driver's license.
- B. Proof of insurance for personal vehicle is required.
- C. A recent satisfactory DMV printout.
- D. Pass an examination that DMV requires on traffic laws, safe driving practices, operation of motor vehicles, and teaching methods and techniques.
- E. DOT drug testing required after hire.

ACCEPTANCE AND CERTIFICATION:

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of the Truck Driving Instructor job as outlined above.

Employee's Signature

Date

Supervisor's Signature

Date