



## California Human Development Job Description

**EMPLOYEE NAME:**

**JOB TITLE:** Truck Driving Instructor, P.M.  
**DEPARTMENT/DIVISION:** Farmworker Services  
**REPORTS TO:** Anthony Soto Employment and Training (ASET) Center Manager  
**FLSA STATUS:** Non-Exempt  
**LOCATION:** Various  
**REVISED DATE:** 10/04/2023

**Summary Description:** The Truck Driving Instructor, P.M. is an evening-shift, instructing in a comprehensive hands-on training program. The instructor is responsible for organizing, developing, and implementing a practical truck driving training program in an actual shop area-work situation. The P.M. Truck Driving Instructor works a schedule of Monday through Friday, 12:00 P.M. to 8:30 P.M.

**DUTIES AND RESPONSIBILITIES:**

- Instructs students both in the classroom and in the truck, using a hybrid truck driving curriculum.
- Uses established training materials to present formal class training exercises to students.
- Provides training in policy and procedures in compliance with all local, state, and federal laws and regulations.
- Prepares an effective training technique to cover the number of students expected.
- Prepares a course outline for subjects to be taught including professional behaviors, reliability, job readiness and interviews.
- Instructs and tutors students using various materials and technology, such as videos, online lessons and resources, and other devices to demonstrate methods and procedures found in real work situations.
- Conducts individual coaching to motivate students to achieve skills in work performance, maintaining good attendance records and enable them to succeed in achieving employment.
- Evaluates and grades students in accordance with established curriculum.
- Operates in a spirit of teamwork with the staff, jointly assessing the needs of each student and working together in the guidance and development of the student.
- Provides hands-on training in advanced applications; training and testing preparations in vehicle inspection, skills/maneuvers, range and road driving skills required to meet or exceed requirements to pass the California Commercial Driver's Test.
- Stays up to date with new laws and rules of the road from the Department of Motor Vehicles (DMV) to keep management and students informed.
- Performs light routine maintenance on trucks.
- Performs monthly progress reports on students.
- Actively participates in the safety program and provides meaningful suggestions for working safely.
- Performs other related duties as assigned.

### **Supervisory Responsibilities**

- May direct the work of the Instructional Aide.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **Required Skills and Abilities**

- Bilingual English/Spanish is highly desirable.
- Working knowledge of Hazmat laws pertaining to transportation.
- Ability to operate a semi-truck and pull a trailer of any length.
- Ability to read, analyze, and interpret CA DMV rules of commercial trucking.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and/or board of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical information relating to commercial truck driving.
- Basic knowledge of Microsoft Office.
- Ability to maintain accurate records, assemble, organize, and prepare records for management, if needed for the DMV.

### **Education and/or Experience**

- High School Diploma or GED (General Education Degree).
- Minimum of three years Class A behind-the-wheel truck driving experience.
- Must hold all endorsements
- Equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

- Valid Class A license that includes all endorsements
- Must possess a valid California commercial drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.

### **Physical Requirements**

Regularly: Talk or hear; Lift up to ten (10) pounds

Frequently: Stand; Walk; Sit; Use hands to finger, handle, or feel; Reach with hands and arms; Climb or balance; Lift up to 25 pounds

Occasionally: Stoop, kneel, crouch, or crawl; Taste or smell; Lift up to 50 pounds

Vision: Close vision (unobstructed vision at 20 inches or less); Distance vision (unobstructed vision at 20 feet or more).

Color vision (ability to identify and distinguish colors); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

### **Work Environment**

Noise level: Loud (examples: metal can manufacture department, large earth-moving equipment)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. All employees are to maintain a positive work atmosphere by acting and communicating in a manner that fosters a good working relationship with customers, clients, co-workers, management, and*

stakeholders. Employment at CHD (California Human Development) is **at will**. This means employment is for an indefinite period and is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_