



JOB TITLE:	<b>MANAGER OF TRANSIT TRAINING</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>DIRECTOR OF TRANSPORTATION</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under the general direction of the Director of Transportation, this position serves as the Training Officer for Golden Gate Transit (GGT) and directs training activities in compliance with federal, state and local safety regulations. Oversees, designs and implements training programs for new and returning bus operators/apprentices, mechanics, and other operations staff.

## Essential Responsibilities

- Manages and leads the design, development, implementation, and continuous improvement of all Bus Operator and related training programs, including GGT's Bus Operator onboarding program, apprenticeship and pre-apprenticeship programs, Return-to-Work training, Verification of Transit Training (VTT), and other required operational training for Bus Division staff.
- Leads the training design, delivery, and compliance coordination of the Golden Gate Bus Operator Apprenticeship Program (GGAP), ensuring alignment with Joint Apprenticeship Training Committee (JATC) standards, Division of Apprenticeship Standards (DAS) requirements, and instructional agreements with the program's Local Educational Agency (College of Marin).
- Provides leadership, supervision, and performance management for a team of training professionals and Bus Operator Instructors.
- Leads the in-house implementation and management of the California Department of Motor Vehicles (DMV) Employer Testing Program (ETP)
- Ensures training programs align with applicable federal, state, and local regulatory requirements related to licensing, certification, and qualifications for operating revenue and non-revenue vehicles.
- Partners with Bus Division leadership to identify, develop, and deliver technical and operational training needs.
- Leads train-the-trainer programs aligned with Bus Operator training requirements to strengthen departmental instructional capacity.
- Provides training support for positions in the division requiring a Class B Commercial Driver's License (CDL) including mechanics, as applicable.
- Supports employee development through coaching, mentoring, and performance feedback for instructional staff and trainees.



- Provides training-related input and support for operational standards, procedures, and continuous improvement initiatives across Bus Division functions.
- Ensures training content reflects applicable safety regulations, safe operating practices, and agency policies.
- Manages training compliance with applicable federal and state regulatory requirements related to operator qualification and safe vehicle operation, in coordination with responsible safety and compliance functions.
- Supports dissemination of safety-related training materials, bulletins, and procedural updates as required.
- Participates in the Accident Review Committee and incorporates operational lessons learned from safety and performance reviews into training program improvements.
- Participates in discussions with internal stakeholders regarding training-related findings from operational reviews or incident trends, as needed, to improve training effectiveness.
- Works collaboratively with union representatives on training, qualification, and workforce development matters.
- Promotes safe work practices through instruction and workforce development activities.
- Supports the annual fiscal year budget preparation process by clearly defining and justifying the capital and operating needs of the Training Department.
- Performs additional related duties as assigned.
- Regular and reliable attendance is a requirement of this position.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Principles and practices of training program development, delivery, and evaluation
- Adult learning principles and instructional design methods
- Transportation operations and public transit system functions
- Regulatory requirements related to commercial driver licensing and operator qualification
- Principles of leadership, supervision, and performance management
- Collective bargaining principles and working in a unionized environment
- Budget preparation and program administration
- Federal, state, and local regulations impacting transit operations and workforce training

### Skill in or Ability to:

- Design, implement, and manage comprehensive training programs
- Lead and develop instructional staff and training teams
- Analyze training needs and evaluate program effectiveness
- Investigate and analyze accidents and incidents
- Communicate clearly and effectively, both orally and in writing
- Develop and maintain collaborative working relationships across departments and labor groups
- Interpret and apply applicable regulations to training programs



- Prepare clear reports, training materials, and documentation
- Use standard office software (Word, Excel, database systems, etc.)
- Foster positive relationships with regulatory authorities, agencies and service providers outside the organization
- Establish and maintain effective working relationships with various individuals and organizations

## Minimum Qualifications

### Education and/or Experience:

- Bachelor's degree in Public Administration, Transportation, or related field. Additional qualifying experience may be substituted on a year-for-year basis in lieu of a degree. A written statement detailing additional qualifying experience must be submitted at the time of application.
- Four (4) years of full-time equivalent verifiable, professional training experience or related experience, preferably with a public transportation or governmental agency
- Supervisory experience is preferred

### Required License and/or Certification:

- Must possess and maintain a current, valid California Commercial Class B driver's license with air brakes and passenger endorsements. If not currently a commercial license holder, successful applicant must obtain, at a minimum, a California Commercial Class B driver's license with air brakes and passenger endorsements within the six (6) month probationary period. Must have a satisfactory driving record.
- Per 49 CFR Part 672, the selected candidate must enroll in the Public Transportation Safety Certification Training Program (PTSCP) and successfully complete the training courses within the three-year timeframe as prescribed by the FTA. Operates District vehicles on a regular basis.

### Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities. May require extensive periods performing work on a computer. Majority of the work is conducted in an office environment. May lift up to 50 pounds (to box and lift files for storage). **Must be available to work evenings, weekends, and holidays as required for planned training activities.**