

CITY OF CHATTANOOGA

Classification Specification Title: Driver Trainer

Department: Public Works

Pay Grade: GS.09

Supervision Received From: Dep. Dir. City Wide Services

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 1/27/25

Revision Date: 4/2/25

CLASSIFICATION SUMMARY:

Classification is reserved for the position where training the truck driver classification staff driving and operating of included equipment as a required function in addition to driving and operating included equipment as a primary function of the job to complete assigned tasks. Incumbents in this classification drive and operate commercial vehicles, tractors, and other equipment with specialized functions that involve the operation of mechanisms to complete tasks in addition to driving and maneuvering the vehicle in order to complete tasks for various solid waste collection, maintenance, forestry and construction projects.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; participates in the hiring process; conducts or coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure the safety of employees and other individuals; ensures compliance with established quality standards; initiates any actions necessary to correct deviations or violations.

Support the department in maintaining compliance with fleet management policies and procedures, including vehicle inspections and safety audits.

Partner with the fleet team to provide feedback on vehicle performance and suggest improvements or replacements when necessary.

Assist in developing SOPs related to driver operations, vehicle usage, and maintenance

Performs administrative work associated with supervision of projects; reviews/processes

employee timesheets; reviews/approves leave requests; maintains operation files and historical data on operations; prepares periodic progress reports; completes required forms and paperwork; provides budgetary input; assists in developing long-term plans/goals for the assigned area.

Teaching practical skills related to all aspects of driving. Helping employees build confidence in their skills and be ready if needed to gain control of any equipment or vehicle during emergency situations. This position will also train drivers on weather related operation.

Works closely with Risk Management to identify hazards and loss exposures and implement appropriate solutions to mitigate, reduce, or eliminate identified exposures.

Operates various equipment and vehicles to complete tasks related to the maintenance, upkeep, installation and construction of city grounds, property, utilities, rights-of-way, and other infrastructure for Public Works; drives vehicles over public roads, worksites, right-of-way, parks, public works facilities, and other city property; maneuvers in and around traffic, parked cars, equipment, utilities, and other obstacles; obeys all traffic laws and safety guidelines, monitors immediate environment and work area to ensure the safety of the operator, other workers, the equipment and the public.

Coordinates daily work activities; organizes/prioritizes projects and makes work assignments; consults with assigned staff; assists with complex/problem situations and provides technical expertise.

Provide instruction on the parts and functions on all vehicles and on road regulations.

Provide Division-specific orientation and training to new and/or promoted drivers.

Provide refresher training to drivers involved in preventable accidents/accidents.

Assist in recruitment, assessment, and hiring of drivers.

Monitor and extract documented reports from City of Chattanooga vehicle locator system for operational needs

Assist Public Works Safety Supervisor in accident reports and accident response, along with sitting as a voting member of the Accident Review Board as a subject matter expert.

Assist Safety Supervisor with accident disciplinary processes as stated in the Employee Information Guide.

Maintains records of all schedules and trainings to stay in compliance with standards, along with supervising daily driver assignments for staff working under their training

Inspects and prepares equipment for safe and proper operation prior to beginning work for the day; performs light maintenance on equipment which includes refueling and refilling lubricants; cleans vehicles, beds, and mounted equipment upon completion of assignments; secures vehicle after use. Sanitize and clean assigned equipment daily.

Assist in equipment “spec outfitting” of desired new equipment purchases with Fleet purchasing representatives.

Inspect with Fleet leadership team of newly received equipment requiring CDL for operational needs

Collaborate with operations, fleet management, and other divisions to determine equipment needs and specifications.

Participate in the research and evaluation of new vehicles, machinery, and equipment to improve operational efficiency and driver experience.

Participate in the evaluation of vendor quotations, ensuring alignment with the department’s needs and specifications.

Analyze and compare procurement options to ensure the department benefits from the best value for cost and performance.

Make recommendations for new equipment purchases, focusing on operational improvement, driver safety, and cost-benefit analysis.

Performs basic and semi-skilled labor as appropriate to assist in the completion of maintenance, upkeep and construction projects; picks up paper, limbs and other debris; uses hand tools and operates motorized tools as necessary to complete the assigned task.

Create and establish the Driver Training Program for the Citywide Services division. This to include new hire truck driver training along with existing truck drivers recertifications as necessary.

Requires daily public interaction and must be customer service centered, focused, and able to recognize or resolve customer needs according to departmental practices.

May be assigned or reassigned to any division within the department.

May be required to use, carry and answer cell phones, other devices, and/or two-way radio as determined by their job duties and their supervisor.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School diploma required, Bachelor's degree preferred and five (5) years of any combination of relevant education, experience, and/or training sufficient to successfully perform the essential functions of this job; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Class A or Class A restricted driver license.

Enroll in an approved training program for your specialization - approved programs are offered by colleges, vocational schools and government agencies, either online or on campus (pass/fail driver instructor exam following program).

Requires appropriate license endorsement(s) related to the area of assignment.

KNOWLEDGE AND SKILLS:

Knowledge of occupational hazards and safety precautions; general equipment and maintenance principles; materials and equipment utilized in assigned area of responsibility; demonstrated ability to drive and operate assigned equipment; operation of commercial vehicles that consist of self-contained specialized equipment; transportation laws and protocols for your area and receive training for how to teach them to others.

Skill in presentations; monitoring and evaluating the work of subordinate staff; prioritizing and prioritizing work; developing and administering budgets; reading blueprints, schematic drawings, and/or construction drawings; inventorying and purchasing materials, equipment, supplies; interpreting and applying policies, procedures, codes, laws and regulations; analyzing situations, identifying alternative solutions, projecting consequences of actions and implementing recommendations; handling multiple tasks simultaneously; overseeing the maintenance of a variety of equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; operating applicable tools and equipment of the trade; preparing and maintaining a variety of reports and records; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, sufficient to exchange or convey information and to receive work direction. Skilled in Typical equipment operated might include, but is not limited to: tractor-trailers, low boys, fuel trucks, bucket trucks, mechanical street sweepers, knuckle-boom trucks, articulated boom mowers, oil distributors, jet-flushing/vacuum trucks, CCTV equipped trucks and automated garbage trucks with an articulated arm.

PHYSICAL DEMANDS: Positions in this class typically require for truck driving responsibilities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Positions in this class typically require trainer responsibilities: passing the written driver instructor exam.

WORK ENVIRONMENT: Medium Work: Exerting up-to 50 pounds of force occasionally, and/or up-to 20 pounds of force frequently, and/or up-to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: Y

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.