

* JOB ANNOUNCEMENT*

Power & Way/Rail Trainer Grade 26

DUTIES: Under the direction of the Manager, Rail Operations & Maintenance Training, designs, develops, delivers and evaluates all Power and Way Training initiatives. Functions as a catalyst for the implementation of all Rail and Safety training programs & interventions. Conducts training in all aspects of safety including: Regulatory requirements e.g. OSHA, EPA, APTA, NFPA and RTA Policies & Procedures. Maintains individual required certifications. Participates in the development of training strategic initiatives, and schedules programs regularly with appropriate departments/divisions to implement the plan. Actively participates in District Safety Committees. Develops and conducts training of authority SOP's as directed. Updates training programs to reflect current trends and materials. Evaluates programs for accuracy of content. Maintains training records. Works with the Manager, Rail Operations & Maintenance Training and stakeholders to provide all required training initiatives. Coordinates all programs conducted by external vendors. Participates as an integral team member of the Training & Employee Development department. Organizes and prepares reports and records of all training activities. Performs other duties of a similar nature as may be required.

MINIMUM REQUIREMENTS: Applicants must have a high school diploma. An Associate's Degree or advanced degree is preferred. Applicants must have significant work experience in an electrical/power distribution environment (rail transportation: signals, substations and track preferred). Minimum of two (2) years of experience training personnel in an electrical/power distribution environment (rail transportation: signals, substations and track preferred). Applicants must have a strong background in OSHA, FRA, NFPA and other regulatory related initiatives. Applicants must possess a valid Ohio Driver's License with a good driving record. Applicants must have excellent writing skills, and working knowledge with MS Office specifically: Excel, Word, Access, Project Management and Power Point. Applicants must be able to work alternative shifts on an as needed basis.

STARTING SALARY RANGE: \$48,589 – \$64,380 annually

FILING OF RESUMES: Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by email at: jobs@gcrta.org, fax (216) 781-4483, or mail to 1240 West 6th Street, Cleveland, Ohio 44113.
Resumes will be accepted until the position is filled.

SELECTION PROCESS: This is a non-bargaining exempt position. Merit System Rules do not apply. No Eligible list will be established. The selection process will include one or more components to demonstrate applicants' knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

AN EQUAL OPPORTUNITY/ADA EMPLOYER

Job Code: Grade 26
Date: November 18, 2011
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Web Site Address: www.rideRTA.com
email address: jobs@gcrta.org

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