



OPERATIONS TRAINING MANAGER

Company Name: Capital Area Transit System

Position Type: Fulltime

Location: Baton Rouge

The Capital Area Transit System, commonly referred to as CATS, provides bus services to residents of and visitors to Baton Rouge and Baker, Louisiana.

CATS Mission Statement: Enriching the lives of our customers and communities by offering independence and safety ... connecting you to what matters.

CATS Vision:

- Safety First
- Customer-Focused
- Drive Economic Excellence
- Integrity in Everything We Do
- Social and Environmental Responsibility

CATS Governance: CATS is governed by a nine-member Board of Commissioners, which meets monthly to handle the business of the agency. The CATS Board hires a CEO to manage the day-to-day functions of the agency and implement its strategic visions for the system. CATS is an independent agency from the City-Parish government, funded by a combination of a local millage, self-generated funds, and state and federal transportation dollars. The Baton Rouge Metro Council appoints the nine members of the CATS Board of Commissioners.

Summary/Objective:

The Training Manager will perform a variety of complex professional and technical work involved in planning, developing, coordinating and conducting training programs to meet Operations Dept training needs; to assess safety and training needs; to develop, deliver and evaluate training programs; to recommend changes to policies and procedures effecting employee training, development and transit safety; to assist with departmental safety and drug/alcohol program compliance; and, to provide responsible staff assistance to the Director of Operations.

Essential Duties:

- Manage new hire and veteran operator training programs to ensure that all operators receive the maximum initial and recurrent training.
- Provide and/or manage classroom and behind the wheel instruction according to transit specifications in all aspects of vehicle operation in the course of passenger transportation, including defensive driving, service area familiarization, passenger loading, unloading and securement, proper manifest documentation, use of on-board equipment, accident and emergency procedures, dispatch and radio communications, and passenger sensitivity.
- Provide and/or manage monthly or annual ongoing/refresher training in relevant topics.
- Respond to and /or provide for trained staff response to operator accidents and incidents, ensuring appropriate collection of information, documentation of events and reporting per company policy.
- Review all vehicular, passenger and employee accidents and incidents for determination of cause and preventability, identifying potential trends to be addressed in future training efforts.
- Assist in recruiting and screening of potential new hire operator candidates to be placed into training ensuring that efforts meet agency staffing needs.
- Ensure complete and accurate documentation of all training activities and accurate completion of all training related employee records.
- Performs other duties as assigned or apparent

Education, Knowledge and Skill:

- Bachelor's degree in any field
- Knowledge of local training program and local operations, familiarization or ability to quickly learn service area
- Knowledge of agency vehicles used including components and data/communications systems
- Knowledge of State and Federal regulations and agency safety programs and policies
- Ability to communicate effectively both orally and in writing
- Ability to work cohesively with all agency departments
- Ability to also work independently and objectively
- Ability to successfully delegate tasks
- Provide appropriate supervision and follow up to staff
- Have strong organizational skills
- Have strong analytical skills



How to apply:

Please submit an application and resume to: catscareers@brcats.com. Applications will be accepted until suitable candidates are selected.

CATS provides equal employment opportunities (EEO) to all employees and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by law.