

Training Support Administrator

Pittsburgh Regional Transit is seeking a Training Support Administrator to develop, coordinate and implement employee training and qualification programs for the operation, maintenance, and servicing for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) bus fleet and small transit vehicles. Develop and implement applicable supervisory training and identify and coordinate skill proficiency and leadership development opportunities. Ensure activities are consistent with Port Authority's short term and long-term objectives and in support of bus operation, maintenance, and service functions.

Essential Functions:

Responsible for implementing and monitoring both operator and maintenance internship positions. Develops curriculum and standards for both bus operator and maintenance internships, apprenticeships, and mentorships. Responsible for all intern daily activities.

Support the Human Resource Department with the training of First Line Supervisors. Provides training to first line supervisors and serves as the point of contact for newly hired First Line Supervisors through their first 90 days in the position.

Meets regularly with managers and supervisors at the field locations to determine training and development needs. Develops and conducts periodic needs analysis to assess future training needs. Coordinates the development and implementation of employee training and qualification program.

Meets regularly with outside organizations to develop partnerships in efforts of acquiring new talent.

Job requirements include:

- High School Diploma or GED.
- BA/BS Degree in Education, Organizational Development or directly related field from an accredited school. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum of three (3) years' experience in a position requiring broad knowledge of training and development.
- Minimum of two (2) years supervisory/management experience.
- Demonstrated ability to develop and implement employee technical training programs.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Effective and professional communication skills.

Preferred attributes:

- Bus maintenance experience.
- Operator Experience
- Demonstrated ability in the use of Microsoft PowerPoint and Access.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Joe Sekely
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EOE