

## Director of Transportation Training

Pittsburgh Regional Transit is seeking a Director of Transportation Training to develop, coordinate and implement employee training, curriculum, and qualification programs for the employees that operate the bus fleet and light rail vehicles of the Port Authority of Allegheny d/b/a Pittsburgh Regional Transit (PRT). Develop and implement applicable supervisory training and identify and coordinate skill proficiency and leadership development opportunities. Ensure activities are consistent with PRT's short term and long-term objectives in support of bus and rail service functions

### Essential Functions:

- Plans and supervises the daily activities Bus & Rail Instruction department. Oversees the Transportation department training ensuring the development and implementation of new and current employee training programs. Develops measurable performance goals and objectives, conducts performance appraisals, and monitors achievement of goals against adopted plans.
- Develops course content and method of presentation. Develops and maintains training manuals and materials. Oversees the coordination of the scheduling of classroom and on-the-job training components. Evaluates the effectiveness of training programs. Facilitate trainings and presentations on occasion.
- Manages, analyzes, interprets, and keeps abreast of applicable federal requirements (Americans with Disabilities Act) and Federal Transportation Administration (FTA), communicating changes to all staff as required.

### Job requirements include:

- High school diploma or GED.
- Bachelor's degree in human resources, Learning and Development, Organizational Psychology or relevant field from an accredited college or university. Directly related experience may be substituted for education on a year-for-year basis.
- Minimum of six (6) years' experience in training and development in transportation or technical fields.
- Minimum of four (4) years' supervisory/management experience.
- Demonstrated ability to develop and implement employee training programs.
- Ability to obtain a valid Commercial Driver's License, Class B with air brake restriction removed and P endorsement within 90 working days.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Effective and professional communication skills.

### Preferred attributes:

- Project management experience.
- Knowledge of learning strategies, and the ability to coordinate with others.
- Proficiency in Learning Management Systems (LMS).
- Experience administrating coaching sessions and mentorship programs to establish a continuous learning culture.



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

Missy Ramsey  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[MRamsey@RidePRT.org](mailto:MRamsey@RidePRT.org)

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