



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Commercial Truck Driving Coordinator

College and Area Information

Tillamook Bay Community College (TBCC) is seeking a full time commercial truck driving coordinator. Many transportation businesses on the north coast have indicated a significant need for trained truck drivers both local and long haul. TBCC plans to offer a program to assist students to enter the transportation industry by training them in the operation of equipment requiring an Oregon CDL (Commercial Driver's License).

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves over 2,060 students per year.

Organizational Relationship

Reports to the SBDC Director who reports to the President.

General Statement

The position of commercial truck driving coordinator will oversee, and provide training to students seeking to obtain a CDL. The program will consist of 160 hours of classroom and driving training, 8:00 am – 5:00 pm, Monday – Friday for 4 weeks. The program will run up to 10 times per year depending on student enrollment.

Term of Employment

Annual: Full time position; July 1 – June 30.

Major Areas of Responsibility

1. Teach Commercial Truck Driving to students in the Truck Driving Program as assigned using approved curriculum.
2. Facilitate students obtaining a commercial driving learners permit.
3. Screen potential students including arranging for a background check, medical exam and explaining the expectations of the program.
4. Assist potential students with accessing financial resources to pay for the training program.
5. Follow up with potential students to ensure they complete all details to enroll in the program.

6. Meet each assigned class with punctuality, enthusiasm and regular attendance.
7. Implement class activities that will promote maximum learning.
8. Cover the course content as described in the approved course outline, and provide sufficient exposure to the material so that the students will satisfactorily pass the Oregon CDL exam.
9. Conduct class during the time and in the room provided on the regular college schedule; any deviation from this should be approved by the Department Director.
10. Carry out college policies in all aspects that relate to this position.
11. Assess students in meeting student-learning outcomes.
12. Provide grades and student employment information as appropriate.
13. Coordinate training using the TBCC truck-driving simulator.
14. Work as a team member with other instructors and TBCC staff.
15. Coordinate with Tillamook County transportation companies and the advisory committee to ensure students are prepared for the jobs available in the area.
16. Work with students and transportation employers to facilitate job placement.

Specific Responsibilities

1. Prepare students to pass the Oregon CDL exam.

Qualifications

1. Class A Commercial Driver's License required.
2. Five years Commercial Truck Driving experience with a clean driving record preferred.
3. Teaching experience preferred.
4. Department of Transportation experience with knowledge of DOT rules preferred.
5. Log truck, heavy haul or liquid haul experience preferred.

NOTE: Position requires some evening and weekend work.

Knowledge, Skills, Abilities

1. Effective presentation skills.
2. Knowledge of laws pertaining to operating vehicles requiring a CDL to drive.
3. Ability to work effectively and sensitively with individuals of diverse cultural backgrounds and perspectives, and abilities.
4. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations. Requires sufficient communication and human relations skills to resolve complaints/issues, defuse anger, and gain cooperation.
5. Ability to plan, organize, and carry out activities independently. Strong time management skills to support efficient work production and meet deadlines.

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to: patryan@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

Candidate selected for hire must provide official academic transcripts. A motor vehicle report will be obtained to confirm a clean driving record according to DOT hiring procedures.

Position Open until filled

First Review of Applications: July 22, 2019

Compensation and Position Availability

This is a 1.0 FTE position with an academic calendar is 249 days. Compensation starts at \$19.41 - \$21.21 per hour. Benefits are in accordance with Board Policy including 6% (full employer) paid PERS.