



4301 Third Street • Tillamook Oregon 97141

## **Position Opening Notice**

### **Part Time Commercial Truck Driving Instructor**

#### **College and Area Information**

Tillamook Bay Community College (TBCC) is seeking a part 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 offers 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 part time commercial truck driving instructor will provide training to students seeking to obtain a CDL. The program consists of 40 hours of classroom and 120 hours of 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: On call 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. Follow up with potential students to ensure they complete all details to be enrolled in the program.
3. Meet each assigned class with punctuality, enthusiasm and regular attendance.

4. Implement class activities that will promote maximum learning.
5. 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.
6. Carry out college policies in all aspects that relate to this position.
7. Assess students in meeting student learning outcomes.
8. Provide student employment information as appropriate.
9. Coordinate training using the TBCC truck driving simulator.
10. Work as a team member with other instructors and TBCC staff.
11. Coordinate with Tillamook County transportation companies and the advisory committee to ensure students are prepared for the jobs available in the area.
12. 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](mailto: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. Applicants must be prepared to interview at their own expense. 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 will be February 3, 2020

### **Compensation and Position Availability**

This is a part-time on call position aligned with the CDL class schedule. Compensation starts at \$26.25/hour. Benefits are in accordance with Board Policy.