



4301 Third Street Tillamook OR 97141

Position Opening Notice

Part Time Commercial Truck Driving Instructor

College and Area Information

Tillamook Bay Community College (TBCC) is seeking part time commercial truck driving instructors for classroom theory instruction and/or behind-the-wheel instruction. 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 Truck Driving Coordinator who reports to the VP of Instruction.

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 9 times per year depending on student enrollment.

Term of Employment

Annual: Part time- as needed 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. Meet each assigned class with punctuality, enthusiasm and regular attendance.
3. Implement class activities that will promote maximum learning.
4. 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.
5. Carry out college policies in all aspects that relate to this position.
6. Assess students in meeting student learning outcomes.
7. Work as a team member with other instructors and TBCC staff.

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. 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

Compensation and Position Availability

This is a part-time, as needed position aligned with the CDL class schedule. Compensation starts at \$27.56/hour. Benefits are in accordance with Board Policy.