



## City of Kansas City, Missouri Job Class Specification

**Job Title:** CDL Trainer

**Department:** MULTI

**Job Code:** 5310

**Status:** NONEXEMPT

**Grade:** NE-6

### Summary

This is moderately complex technical and administrative work responsible for coordinating all aspects of the CDL program including CDL program road test preparation classes and road test scheduling and testing. Also oversees the development, instruction, administering of and record keeping for the CDL training program as well as vehicular safety and accident prevention programs for City employees. This position is responsible for documenting and reporting on all testing results, work load, number of employees trained and vehicular accidents investigated.

An employee in this class conducts written and practical instruction for employees that need to obtain their commercial vehicle license of any class. Will also document, evaluate and present suggestions regarding the success and shortcomings of all training and safety initiatives. Work also includes inspection of vehicles, equipment and work procedures for compliance with accepted safety rules, accident prevention measures and applicable federal state, and local legislation. Work is performed with considerable independence within established departmental policies, procedures, and practices and is subject to review by an administrative superior through conference, reports, and evidence of accomplishments.

### Duties and Responsibilities

- Evaluates effectiveness of training programs by measuring changes in skill levels and improvements demonstrated by personnel.
- Participates in the development of standard operating procedures and safety guidelines for driving.
- Prepares and assembles clear, concise lesson plans, course curricula, visual and mechanical aides, written materials and hands-on instruction. Also updates training manuals, handbooks, videos and other training aids required for instruction.
- Prepares and trains on pre-trip inspections
- Reviews student's driving skill-set, such as performing turns, backing, shifting, etc. Ensures students possess a basic knowledge in dealing with intersections, urban/rural areas, expressways, bridges, overpasses, etc.
- Participates in CDL audits initiated by internal and external requirements.
- Conducts driver performance checks in the field and provides training and correction if needed.
- Establishes and maintains cooperation of supervisors and employees toward the principal objective of eliminating unsafe driving habits and practices.
- Trains on Smith System Driving techniques, passenger endorsement and airbrake qualification for positions within Aviation.
- Provides active learning classroom instruction including small group and one-on-one assistance for employees studying for the written CDL exam.
- Schedule and coordinate road test examinations.
- Keep management apprised of any driving, equipment or other safety issues

**Technical Skills**

Considerable knowledge of:

Lawful operation of heavy duty vehicles that require a Commercial Driver's License.  
Knowledge of federal and state regulations regarding Commercial Driver's License qualifications.  
The principles and practices of heavy duty vehicular safety and accident control.  
Modern methods, practices and techniques of heavy duty vehicle safety inspection.

Basic understanding of:

Mechanical principals to operate a heavy duty vehicle including but not limited to: mechanical systems, fuel systems, hydraulic systems, pneumatic systems, HVAC, brake systems, multiplexed systems, electrical/electronic systems.  
Data compilation and tabulation and presentation using the appropriate software.

Ability to:

Provide coaching and feedback to others regarding driving ability and behaviors.  
Recognize safety hazards and prescribe corrective action.  
Establish and maintain cooperative relations with local safety officials, the public, department managers and representatives from other departments.  
Present ideas concisely and effectively, orally and in writing.  
Prepare concise and accurate reports and to maintain adequate records in a database.  
Must be able to manage complex projects demonstrating a high degree of judgment, tact and discretion.  
Communicate effectively verbally and in writing with all levels of the organization.

**Education and Experience**

High school graduation and five (5) years of experience operating heavy equipment or conducting heavy vehicle training courses and has held a valid Class A or B CDL for five (5) years.

or

Accredited associate degree in related field (i.e. Occupational Education/Automotive Technology/Mechanical/Teaching), and three (3) years progressively responsible experience operating heavy equipment or conducting heavy vehicle training courses and has held a valid Class A or B CDL for five (5) years.

**Certificates/  
Licenses/Special  
Requirements**

- May be required to possess Smith System Certification
- Will be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.
- Must pass a physical examination as prescribed by the City.
- Must possess a Missouri Class A or B CDL (Commercial Driver's License) with tanker or passenger endorsement and no air brake restrictions.

**Supervisory  
Responsibility**

Supervision may be exercised over labor class employees.

**Supervision  
Received**

Work is performed under general supervision of a division manager.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

04/16, 11/16

**Revised**

08/2022, 01/2024