



**TRAINING & SAFETY COORDINATOR – F/T  
TRANSIT DEPARTMENT  
TOWN OF BLACKSBURG**

This full-time position will conduct and manage all training and safety functions for the Transit Department. This position will develop and supervise the implementation of training for new employees and provide ongoing education for current Bus Operators and various other Transit personnel. This position will develop and conduct simulator courses and tests; monitor and evaluate performance during training assignments; provide special training as needed; ensure compliance with all of the Virginia Commercial Driver's License program regulations and communicate any changes; act as facilitator for training and safety committee meetings; supervise Operations Trainers and Line Instructors; and review new and existing buses and all related equipment for potential risk management issues.

Qualified applicants must have the ability to perform all of the following: communicate effectively; read and comprehend simple instructions and correspondence; deliver effective presentations in both one-on-one and group situations to customers and employees; and successfully train and supervise others. Time management and organizational skills are required, as well as the ability to interact with customers in a courteous, responsive, and cordial manner. A Bachelor's degree in a related field with a minimum of five years of transit and/or training/safety experience is required. (Extensive experience may be substituted in lieu of the advanced education requirement.) Qualified applicants must possess a comprehensive knowledge of training/safety practices and procedures. Previous supervisory experience is preferred. Qualified applicants must be at least 20 years of age; possess a valid Virginia Driver's License with an excellent driving record; be proficient in using the Microsoft Office Suite; and possess the ability to acquire the Smith System Training Certificate, certification in First Aid/CPR and any additional required certifications as necessary. A satisfactory post offer pre-employment criminal background investigation will be required of the selected applicant.

Starting salary range is \$42,378/year - \$46,615/year with benefits that include: fully paid employee medical, dental and vision insurance; long-term disability insurance and life insurance. With retirement benefits provided through the Virginia Retirement System. Direct Deposit of pay is required.

A Town of Blacksburg application is required for this position by 5:00 p.m. on Friday, June 15, 2018. Applications are available at the Human Resources Office located in the Municipal Building at 300 South Main Street, Blacksburg, VA 24060 or may be downloaded at [www.blacksburg.gov/jobs](http://www.blacksburg.gov/jobs). Individuals with disabilities requiring accommodation in the application process may call 540-443-1021 (voice) or utilize the Virginia Relay Center at 711 (TDD).

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M/F/D/V**