



(509) 525-9140 • FAX (509) 525-9142 • [www.valleytransit.com](http://www.valleytransit.com)

1401 West Rose, Walla Walla, WA 99362

Dear Applicant:

We are seeking a Safety & Training Coordinator to perform a wide variety of administrative and policy support functions, as well as support the development, implementation and long-term maintenance of training programs for Valley Transit.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment.

The salary range for this position is \$34.64 to \$39.38 per hour. Information on Valley Transit's benefits package can be found in the attached job description.

Satisfactory completion of a pre-employment drug/alcohol screen and criminal background check is a condition of employment for this position with Valley Transit.

Return your completed application and cover letter to our Main Office at the address above or by e-mail to [melanie@valleytransit.com](mailto:melanie@valleytransit.com). This position is open until closed. Successful applicants will be contacted to proceed to the next level in our hiring process.

Thank you for your interest in Valley Transit employment. We look forward to hearing from you.

Sincerely,

Melanie Hall  
Human Resources Manager

# VALLEY TRANSIT

## Position Description

### Safety & Training Coordinator

<b>Department:</b>	Administration
<b>Reports To:</b>	General Manager
<b>FLSA Status:</b>	Exempt
<b>Employee Group:</b>	Non-represented

#### Summary

Under the direction of the General Manager, this position performs a wide variety of administrative, policy, and training supports functions for Valley Transit. This position supports policy analysis of relevant federal, state, and local regulations as applied to Valley Transit; and tracking, researching and analyzing information in support of the General Manager. Additionally, this role supports the development, implementation, and long-term maintenance of Valley Transit training programs, as well as delivering in-house marketing of available training opportunities to employees, and providing necessary information. Because work and information in this role may be of a confidential nature, the exercise of discretion and tact is required. The supportive nature of this role also requires an individual with sufficient initiative and independent judgement.

#### Essential Duties and Responsibilities

- Provides varied, complex, responsive, and confidential administrative assistance to the executive management team.
- Identifies and monitors safety issues and implements necessary corrective action in a timely manner. Reports all variances and problems to the General Manager.
- Type a variety of documents including correspondence, reports, technical specifications, meeting minutes, memoranda, and other written materials or documentation.
- Develops and manages various programs at the agency including: coordinating the Travel Training program and serving as the Subject Matter Expert for all training topics unless highly specialized training has been delegated to an in-department resource.
- As directed by the General Manager, work on special projects using independent judgement, collaborative team building skills, sensitivity to the cultural environment of Valley Transit, and confidentiality, in the timely completion of assignments.
- Trains and motivates employees to make full use of individual capabilities, including new operator training and recurrent training.
- Supports training records management through timely creation as delegated, maintenance, and archiving of documents and files to support accuracy.
- Instructs and coaches operators regarding proper safety procedures, defensive driving techniques, public relations with passengers and other motorists, and creation and maintenance of training records.
- Organize and schedule meetings; prepare and assemble meeting materials; attend and record meetings; type and distribute meeting minutes.
- Performs record keeping of training and coaching in partnership with Human Resources.

- Must be able to work independently and use good judgment in emergencies. This position requires dealing with other employees and the public in a positive manner that generates goodwill for Valley Transit and a spirit of teamwork and cooperation among employees and between departments.
- As needed, serve as receptionist, greet and escort visitors; deliver excellent customer service.
- Support design and development of in-house training programs, and assist in purchase of appropriate outsourced training programs.
- Conduct organization-wide training needs assessment(s) and identify skills or knowledge gaps.
- Host train-the-trainer sessions for internal subject matter experts.
- Research and recommend new training methods.
- Perform all safety and health responsibilities for the Safety Officer as detailed in the Public Transit Agency Safety Plan (PTASP).
- Perform other duties as assigned.

### **Education, Experience, Required Skills, Knowledge, and Abilities**

- Bachelor's Degree in Public Administration, Business Administration, or related field, and 2-3 years of increasing responsibility in the public sector or an equivalent combination of education and experience.
- Must have, or be able to obtain within 60 days, a Class "B" Commercial Driver's License with Passenger Endorsement, and Airbrake restriction removed.
- Must have at least 2 years of experience driving a transit bus or 2 years of experience as a Behind-The-Wheel (BTW) training instructor. Candidates with only one (1) year of experience driving a transit bus may obtain the additional year of experience required by the Federal Motor Carrier Safety Administration (FMCSA) by conducting New Operator Training with Valley Transit training staff. After 12 months of supervised training; an individual will be certified to conduct training classes independently.
- Must have, or be able to obtain within three months, a First Aid and CPR card.
- Accurate transcribing of materials from notes or verbally, and type 50-words per minute.
- Interpret and implement Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Ability to compose concise and factual reports and documents, and to express ideas effectively, verbally, and in writing; using correct grammar, spelling, punctuation, and vocabulary.
- Work in a highly visible and demanding environment, adjust to changing priorities and deadlines with poise and confidence.
- Learn new technologies, policies, procedures, and guidelines established by professional organizations and/or governing agencies.
- Exercise sound judgement and decision-making skills.
- Relate to and handle various personalities and possess an awareness of human needs, and deal with stressful situations in a calm and professional manner.
- Dedication to collaboration by sharing time and knowledge with others, and adjusting priorities as circumstances dictate.

- Utilize office equipment and other relevant technology (software and systems) to meet business needs.
- Demonstrated awareness and respect of cultural and individual values; treats all people with dignity, courtesy, and respect.
- Passion for innovation represented in considering new approaches to situations, and encouraging ideas and improvements.
- Must not have been convicted of any violation of law involving crimes against people.

### **Preferred Qualifications**

- Hands-on experience delivering multiple training events in an office setting
- Prior Public Transportation knowledge and experience
- Prior education in Design Thinking and adult education principles
- Prior safety and security training

### **Working Conditions**

Work is primarily performed in an office environment where noise, distractions, and lack of privacy may be present; generally sedentary in nature. Intermittently, training will be performed in vehicles exposing the employee to noise, vibration, exhaust fumes, and inclement weather. This position may require attendance at employee and/or public meetings, sometimes held in the evenings. May involve travel for training or industry meetings as assigned. Typical office equipment for the job includes: multi-line phone system, computer, printer, fax machine, photocopier, shared networks, 10-key calculator, and several Windows-based software programs.

### **Essential Functions of the Position**

Dependable attendance and on-time performance are required. The Safety & Training Coordinator may be required to lift objects up to 50 pounds and heavier objects in emergencies when evacuating a vehicle. Must be physically able to reach vehicle controls, adjust driver's seat, destination signs and rear-view mirrors.

The Safety & Training Coordinator must be able to operate and instruct others in the operation of bus wheelchair lifts and wheelchair restraint systems. Must be able to maneuver passengers in wheelchairs on and off vehicles. Must be able to speak clearly to give directions. Communication via two-way radio may be utilized during training.

Must be able to perform the duties of this safety-sensitive position without imposing an undue risk of harm to the health and safety of self, other employees or the public. As such, the employee will be subject to random drug and alcohol screening. All employees must abide by agency policies, rules and regulations. If a job offer is extended, employment may be conditioned upon successful completion of a pre-employment physical including a drug and alcohol screen.

### **Special Requirements**

- This position is safety-sensitive, and subject to FTA/DOT random drug and alcohol screening
- Upon selection, internal hires must complete a 3-month probationary period. External hires serve a 12-month probationary period.

## **Wages and Benefits**

Salary Range: \$34.64-\$39.38 per hour, plus longevity Steps: 10yr, 15yr, 20yr.

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense, these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive six (6) paid Holidays and three (3) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

Valley Transit provides limited reimbursement for the purchase of job-related clothing and supplies depending on the job classification.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

1401 West Rose Street  
Walla Walla, WA 99362



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## EMPLOYMENT APPLICATION (09-2022)

### INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

*Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.*

### APPLICANT INFORMATION

Position Applied For:		Wage or Salary desired? \$	
Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Last Name:	First Name:	M.I.:	
Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.			
Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s).			
Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)? Check all that apply.	Full-Time <input type="checkbox"/>	Weekends <input type="checkbox"/>	
	Part-Time <input type="checkbox"/>	Holidays <input type="checkbox"/>	
	Overtime <input type="checkbox"/>	Split Shifts <input type="checkbox"/>	
	Evenings <input type="checkbox"/>	Irregular Hours <input type="checkbox"/>	

### EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

### MILITARY SERVICE

Branch:	From: (MM/YY)	To: (MM/YY)	Rank at Discharge:
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### TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

## EDUCATION

<b>High School:</b>		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>College:</b>		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:	
Other Training/Education:		

## EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

<b>Current or Most Recent Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Previous Employer:</b>		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>EMPLOYMENT GAPS AND OTHER INFORMATION</b>		
Please explain any gaps of employment and attach additional pages as necessary.		
<b>DISCLAIMER AND SIGNATURE</b>		
<p><i>I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Valley Transit, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.</i></p>		
Signature: _____ signed electronically		Date: _____
<b>ADDITIONAL INFORMATION</b>		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		





## Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

**Completion of this form is voluntary.**

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

**Position applying for:**

**Date:**

**Name (First, MI, Last):**

**Gender:**    Male        Female        I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

**Race/Ethnicity Identification Categories (choose one):**

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

### **Definitions of Race/Ethnic Categories:**

**Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

**White or Caucasian:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Black or African American:** A person having origins in any of the black racial groups of Africa

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**American Indian or Alaska Native (not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

**Two or More Races:** All persons who identify with more than one of the above races