



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

TRANSPORTATION CDL & EQUIP TRAINING MGR

Job Number: 21004952

Job Code: 17810V241016

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 10/16/2024

Job Revised:

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages all equipment related training programs statewide to include the commercial driver's license (CDL) training program per Federal Motor Carrier Safety Administration (FMCSA) Provides direct supervision to all CDL & equipment trainers. Performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High School graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of supervisory experience in vehicle maintenance, construction, or highway maintenance; to include five years of experience driving vehicles and equipment that requires Class A commercial driver's license with tanker endorsement OR must have five years of supervisory experience in vehicle maintenance, construction, or highway maintenance and five years of experience driving vehicles and equipment that requires Class A commercial driver's license with tanker endorsement.

Substitute EDUCATION for EXPERIENCE:

College or technical training in construction management, construction technology, heavy equipment operation or a related field will substitute for the non-supervisory experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 18 years of age. Must possess and maintain a valid driver's license and a Class A commercial driver's license with tanker

endorsement to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the strategic management and comprehensive administration of the cabinet-wide Commercial Driver's License (CDL) training program in strict adherence to the Federal Motor Carrier Safety Administration (FMCSA) standards and regulations. Provides direct supervision and leadership to the district trainer, ensuring alignment with cabinet-wide training objectives and FMCSA mandates. Collaborates closely with district trainers to implement and monitor training on advanced, specialized heavy equipment, including but not limited to, boom saws, bulldozers, cranes, excavators, graders, lowboys, milling machines, self-propelled pavers, and semi-truck/trailers. Conducts thorough and systematic assessments of district trainers' performance to ensure consistency, and compliance with federal and state regulations and the efficacy of training methodologies. Recommends corrective action and continuous improvement initiatives where necessary. Interprets and applies laws, regulations, policies, and procedures related to CDL training and heavy equipment operation. Audits district-level operation to ensure full compliance with FMCSA requirements and state regulations, documenting findings and developing action plans to address deficiencies. Provides strategic supervision to district-based training staff, ensuring the delivery of high-quality, standardized training across all districts. Conducts train-the-trainer sessions to equip trainers with the latest instructional techniques, safety protocols, and regulatory updates. Develops, implements, and rigorously enforces safety protocols to maintain a secure and safe training environment, addressing both physical safety and regulatory compliance concerns. Manages the maintenance and organization of electronic training records and documentation, ensuring timely and accurate updates to comply with FMCSA guidelines. Oversees the updating and maintenance of employee information within federal Training Provider Registry. Acts as the primary liaison between the cabinet and the Kentucky State Police, ensuring clear communication and coordination regarding CDL testing requirements, updates, and changes. Analyzes branch/section operations to identify inefficiencies and recommends policy and procedural changes to increase effectiveness and efficiency of the training program. Prepares and delivers comprehensive oral and written reports to leadership on all aspects of training operations as requested.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents in this job title must possess the ability to walk, sit, stoop and bend. Must be able to lift and carry 50 pounds. Must be able to respond to emergencies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this job title typically perform their work at a highway maintenance facility or section office, at work sites throughout the assigned work area and when necessary, district wide. Incumbent will be exposed to risks inherent to working with large equipment and machines involved with road construction. Must be able to work extended hours and be outside during inclement weather.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.