

## COMMERCIAL MOTOR VEHICLE (CMV) SAFETY PROGRAM COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Commercial Motor Vehicles (CMV) Safety Coordinator performs professional-level safety work in managing the (CMV) safety and training program, which includes CMV Entry Level Driver Training (ELDT), in compliance with local, state, and federal rules and regulation including Department of Transportation (DOT) Federal Motor Carrier Safety administration (FMCSA) and Pipeline and Hazardous Materials Safety Administration (PHMSA). The CMV Safety Program Coordinator serves as an internal CMV subject matter expert; is responsible for developing, updating, and overseeing CMV training for the City's classifications that require either a Commercial Driver's License (CDL) or Commercial Learners Permit (CLP); coordinating with the Environmental Management and Sustainability Department that trains their Solid Waste CMV operators; and supervises the CMV Safety Technicians.

Duties include: maintaining and administering the CMV Safety Manual and the CMV training guidelines set forth in the manual; researching and interpreting CMV regulations; collaborating with departments on their CMV training needs; reviewing safety incident forms for trends and CMV training opportunities; determining the CMV training priorities and training the CMV Safety Technicians on the curriculum and updates; ensuring the CMV training program utilizes best practices for delivering effective adult learning and CMV operator training, developing and modifying training curriculum/content, updating the CMV training curriculum used by the Solid Waste department trainers as there are changes in federal/state regulations for CMV operators, and overseeing the ELDT program (including the structured classroom training, behind the wheel training, driving range training, and other related CMV operation or safety training) delivered by the CMV Safety Technicians; chairing and facilitating the citywide CMV Safety Committee and leading/participating in related safety committees, teams, and meetings; leading or supporting CMV safety and training related projects/efforts; and reporting and advising management of CMV safety compliance concerns and regarding preventative actions. This class may also respond to and investigate CMV and other safety concerns, complaints, incidents, and injuries and prepare reports to document cause and corrective action. The CMV Safety Program Coordinator may also deliver CMV training or assist with the proficiency verifications of existing CDL holders, on an occasional, as needed basis due to a CMV Safety Technician's absence or their training workload. This class is responsible for performing related duties as required.

**Distinguishing Features:** A CMV Safety Coordinator must exercise considerable independent judgment and initiative to administer, monitor, update, and facilitate the CMV safety program and ensure compliance with all local, state, and federal rules and regulations. This class receives general supervision from the Management Assistant II who reviews work through meetings, reports, and the evaluation of overall results achieved. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Safety or

Risk Management or closely related field. Considerable (3 – 5 years) experience delivering DOT or Occupational Safety and Health Administration (OSHA) regulation compliance training and/or enforcement or facilitating CMV classroom and/or behind the wheel training or evaluating and implementing general safety training programs. Considerable (3-5 years) experience operating a Class A commercial motor vehicle.

**Special Requirements.** Must possess a valid Arizona class A Commercial Driver's License with Tanker endorsement without air brake restrictions. Must complete Steps 1, 2 and 3 of the Hazardous Materials Endorsement (HME) Threat Assessment (fingerprint based) through the Transportation Safety Administration (TSA) by hire or promotion. Must successfully complete the City's Entry Level Driver (ELD) HME training program; pass the State administered HME knowledge test; pass the road and skills test administered by a city of Mesa's Third-Party Examiner (TPE); and obtain an HME within 150 days of hire or promotion. Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

**Substance Abuse Testing.** This class is subject to DOT drug and alcohol testing as outlined in 49 CFR Part 382 for the FMCSA.

**Preferred/Desirable Qualifications.** A minimum of three years' operating multiple types of CMVs is highly desirable. Experience evaluating training programs and managing accident prevention programs is preferred.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Establishes and maintains effective working relationships with management, coworkers, City officials, and representatives from other agencies. Effectively presents information and responds to questions from employees and City management. Serves as an internal CMV subject matter expert. Collaborates with departments on their CMV training needs. Serves as a liaison regarding CMV program safety requirements and activities. Chairs and facilitates citywide CMV Safety Committee and leads/participates in related safety committees, teams, and meetings. Leads/supports CMV safety and training related projects/efforts. Reports and advises the Safety Administrator and management of CMV safety compliance concerns and regarding preventative actions. Communicates with management, coworkers, City employees and officials, and representatives from other agencies on CMV safety compliance concerns and preventative actions. Prepares reports related to CMV safety concerns, complaints, incidents, and injuries. May deliver ELDT classroom and range, annual, and refresher training sessions and or assist with the proficiency verifications of existing CDL holders. Coaches and evaluates subordinates.

**Manual/Physical:** Responds to and investigates CMV and other safety concerns, complaints, incidents, and injuries. Examines CMV and related equipment such as trailers to ensure the safety of employees operating equipment. As needed, may deliver ELDT, including the structured classroom training, behind the wheel training, driving range training, and other related CMV operation or safety training, annual and refresher training sessions; and assist with the proficiency verifications of existing CDL

holders, which involves operating a Class A or B CMV and requires a Class A CDL without air brake restrictions. Assists in adapting Citywide safety practices and policies to ensure compliance with DOT regulations. Assists in maintaining an accident recording system. Operates a variety of standard office equipment to perform administrative functions and enters data or information into a personal computer (PC). Works in a variety of weather conditions while conducting CMV hands on training. Meets scheduling and attendance requirements.

**Mental:** Maintains and administers the CMV Safety Manual and the CMV training guidelines and recommends changes in citywide CMV safety manual and procedures. Researches, interprets, and applies CMV regulations and local, state, and federal safety rules, regulations, and procedures. Reviews safety incident forms for trends and identifies training opportunities and recommends additional training as needed to address issues. Determines CMV training priorities. Develops and modifies CMV training and related safety curriculum/content. Reviews CMV training program to ensure utilizing best practices for adult learning and CMV operator training. Updates CMV training curriculum to comply with federal/state regulations. Investigates CMV and other safety concerns, complaints, incidents, and injuries and prepares reports to document cause and corrective action.

**Knowledge and Abilities:**

Knowledge of:

CMV licenses, requirements, standards, and training;  
CMV operation and safety;  
OSHA, ADOSH, DOT, FMCSA, PHMSA, and related safety standards;  
the principles, techniques, and methods of CMV safety program administration;  
current and available CMV safety testing equipment and supplies; and  
training/curriculums development for adult learners.

Ability to:

establish and maintain effective working relationships with management, coworkers, City officials, and representatives from other agencies;  
present information both verbally and in writing and respond to questions from employees and City management;  
develop CMV safety programs and procedural changes to ensure safe operation of CMVs;  
research, interpret, apply, and comply with OSHA, ADOSH, DOT, FMCSA, PHMSA, and related safety standards;  
develop and coordinate commercial motor vehicle (CMV) safety-related training sessions;  
obtain certifications required for quality training programs and facilitation;  
conduct investigations of CMV and other related safety concerns, complaints, incidents, and injuries and write reports on findings;  
safely operate CMVs, train CMV operators, and provide practical hands-on instruction in an engaging learning environment;  
write business correspondence and procedure manuals; and  
coach and evaluate subordinates for effective job performance.

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The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CLP/lb

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 46-200

PAY GRADE: 52

IND-9410

SWORN-No