

PROVEN.

Position Summary: Under the direction of the truck driving instructors, responsible for demonstrating diesel truck driving and related operational skills to students, maintaining records, preparing reports, and performing related functions. All duties are under the supervision of the truck driving instructors.

Responsibilities/Expectations/Accountability/Duties: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Demonstrates commitment to customer service standards.
- Demonstrates vehicle operation, including shifting techniques, how to hook and drop semi-trailer combinations and double bottom trailers, vehicle inspection, use of snow chains, securing loads, setting up brakes, changing tires, and scaling.
- Demonstrates and supervises driving under a variety of environments and driving conditions, including straight line backing, developing depth perception, making turns, backing into docks and parking places, mirror adjustment, and how to use large mirrors and convex mirrors.
- Sets up lab equipment for daily activities.
- Purchases fuel, others supplies, and equipment.
- Performs light maintenance on vehicles.
- Performs maintenance on road equipment.
- Relate successfully with students and staff of diverse cultural, social or educational backgrounds
- May direct activities of work study students

Necessary Knowledge, Skills and Abilities:

- Ability to drive all truck and trailer combinations offered in the truck-driving program. (Class A License required).
- Ability to pass a Department of Transportation physical examination.
- Ability to communicate effectively with students, instructors, truck supply and maintenance personnel, trucking company personnel, and Motor Vehicle Department representatives verbally and in writing; ability to explain information to a variety of persons and instruct others in various aspects of the department and the College.
- Ability to utilize the computer for communication and documentation (Outlook email, Word, databases, etc.)
- Possession of Commercial Driver's License.
- Must attain all tractor trailer endorsements within 90 days.
- Ability to relate successfully with students and staff of diverse cultural, social or educational backgrounds.
- Employment for this position is upon successful drug test and background check(s).
- Acceptable driving record required.
- Ability to work effectively in a team environment

Necessary Training and Experience:

- Three years experience operating large trucks and 48' or 53' trailer experience required.
- Seven years' experience strongly preferred.
- Formal truck driving training and reefer, dry van, tandem truck, preferred.
- In evaluating candidates for this position, the College may consider a combination of education, training, and experience that provides the necessary knowledge, skills, and abilities to perform the duties of the position.

Position Details

Expected Start Date: As soon as possible

Position Status: Part-time, non-union position working year round

Location: This position is located at the Transportation Center in Eau Claire.

Work Hours: Will not exceed 17.5 hours per week. Hours worked during fall semester will be scheduled during weekdays (M-F) and daytime hours only (no evening or weekend hours). Winter/spring semester hours may include some Saturday and/or Sunday work, but generally the same hours as fall. This position is customer-focused and will require the ability to adjust hours as necessary to meet customer needs. Hours worked are based upon course schedules.

Salary: The hourly rate for this position is \$19.55, based on Pay Grade I, Step 1 of the 2009-2010 Staff and Clerical Federation Salary Schedule.

Benefits: Not available

Application Process:

APPLICATION MATERIALS REQUESTED TO BE RECEIVED AS SOON AS POSSIBLE

(However, application materials will continue to be accepted until the position is filled.) A CVTC Application for Employment form, cover letter, resume and transcripts are requested. Copies of transcripts are acceptable during application process. Upon hire official transcripts of all undergraduate and professional education may be required. Obtain a CVTC [Application for Employment](#) form on-line by contacting:

www.cvtc.edu/employment

Human Resources
Chippewa Valley Technical College
620 West Clairemont Avenue
Eau Claire, WI 54701-6162
Fax: 715-833-6451

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.

In compliance with the Americans with Disabilities Act, the College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

Mission Statement

Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

Vision Statement

Chippewa Valley Technical College will be a dynamic community partner dedicated to adding value through learning and student success.

**CHIPPEWA VALLEY TECHNICAL COLLEGE
FUNCTIONAL REQUIREMENTS FORM**

Applicants – This form is for informational use only. Keep this form for your records. There is nothing to complete on this form and you are not asked to return this form. The purpose of this form is to inform you of the functional requirements of this position.

Position Title: Instructional Assistant Truck Driving
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I. Physical Requirements (check one level for each requirement that best represents the average weekly workload):

N = (never): Not required for this position
 O = (occasionally): 1 – 33% of the day
 F = (frequently): 34 – 66% of the day
 C = (continuously): More than 66% of the day

		N	O	F	C
a.	Sit			X	
b.	Stand			X	
c.	Walk			X	
d.	Kneel (to floor level)		X		
e.	Bend (to knee level)		X		
f.	Reach (above shoulder level)		X		
g.	Climb			X	
h.	Work at a Video Display Terminal		X		
i.	Drive a vehicle			X	

II. Lifting/carrying/moving Requirements (Individual maximum without assistance):

N = (never): Not required for this position
 O = (occasionally): 1 – 33% of the day
 F = (frequently): 34 – 66% of the day
 C = (continuously): More than 66% of the day

		10#	25#	50#	75#	>75#
a.	Floor to knee	F	O	O	N	N
b.	Knee to waist	F	O	O	N	N
c.	Waist to shoulder	F	F	O	N	N
d.	Above shoulder	F	O	O	N	N
e.	Push/Pull	F	O	O	N	N

III. Repetitive Motions (check the level that best represents the average week):

N = (never): Not required for this position
 O = (occasionally): 1 – 33% of the day
 F = (frequently): 34 – 66% of the day
 C = (continuously): More than 66% of the day

		N	O	F	C
a.	Grasping:				
	Right Hand			X	
	Left Hand			X	
	Both Hands			X	
b.	Fine Manipulation				
	Right Hand		X		
	Left Hand		X		
	Both Hands		X		
c.	Floor/Foot Controls:				
	Right Foot			X	
	Left Foot			X	
	Both Feet			X	

IV. Sensory and Other Requirements (please briefly describe the sensory requirements for each item):

<p>Visual (i.e., ability to differentiate colors, view video display terminals, read monitoring equipment, etc.):</p>	<p>Ability to use computers (email) and multi-media equipment (document cameras, DVD, etc.) for use with presentations, instruction, etc.</p> <p>Must be able to pass driving vision test.</p>
<p>Hearing (i.e., need to hear spoken word, equipment sounds, alarms, etc.):</p>	<p>Ability to hear spoken word.</p>
<p>Communication/speech (i.e., need to speak specific language, understand written or verbal instructions, need to communicate information or instructions to others, etc.):</p>	<p>Written and verbal communication skills required. Must possess the ability to communicate with customers, staff, and the public and respond to questions.</p>
<p>Smell (i.e., ability to differentiate chemical odors, etc.):</p>	<p>Ability to smell will be helpful regarding safety issues.</p>
<p>Exposure to height/climbing (i.e., need to work on ladders, rooftops, ductwork, etc.):</p>	<p>Repeated climbing in and out of tractors.</p>
<p>Environmental conditions (i.e., exposure to heat, cold, humidity, loud noises, etc.):</p>	<p>Work as a driver/trainer in all weather conditions.</p>
<p>Exposure to airborne agents (i.e., dust, fumes, chemicals, medications, etc.):</p>	<p>Normal exposure to examples listed may be possible.</p>
<p>Exposure to surface/skin irritants (i.e., cleaning chemicals, dust, prolonged glove use, etc.):</p>	<p>Normal exposure to examples listed may be possible. Chemicals may include toner, inks, and other fluids found in office environments. Also exposed to vehicle lubricants such as starter fluid, brake fluid, etc.</p>
<p>Cognitive abilities/reasoning (i.e., concentration, memory, ability to focus and prioritize, making judgments, etc.):</p>	<p>Ability to respond to concerns and questions in a timely manner with appropriate responses. Ability to handle multiple tasks and time management skills required. Examples listed also required.</p>
<p>Behavioral (i.e., tolerance for stress, ability to handle hostile situations, focus on tasks, etc.):</p>	<p>Examples listed are required in addition to being able to work effectively in a team environment. Stress of driving with student drivers</p>