



**Job Announcement**

<b>Position:</b> Coordinator & Trainer	<b>Department:</b> CDL Training
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 11	<b>Compensation:</b> \$33,000.00 to \$49,600.00
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> September 23, 2019	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The incumbent for this position is responsible for program administration including: vendor relations, student recruitment, reporting, files management and for conducting classes that will prepare students to take and pass the MD MVA Commercial Drivers License written and skills & road test. Responsible for tracking, employee sign out coordination, and the management of maintenance services of all agency vehicles. The position is required to do outreach recruitment, and job placement services. The Coordinator & Trainer is directly responsible to the Program Director of CDL for the satisfactory performance of the essential job functions.

**Summary of Requirements: High School Diploma or equivalent.** Possess a Commercial Drivers License (CDL Class A) with Passenger, Air Brake and School Bus Endorsements. Three years driving experience at the CDL Class A level or higher. One year instructional experience. Valid Maryland Driver’s License. Basic math skills and skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times.

**Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

**PRIMARY PURPOSE:** Responsible for operating a company service truck and driving to various locations to service/pump/clean portable restrooms or holding tanks.

<b>Applications Accepted By: Mail and Online</b>	
<b>Mail to:</b> SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	<b>Online at:</b> <a href="http://www.smtccac.org">www.smtccac.org</a>
<b>Required Documents:</b> <u>The following documents are required based on job:</u> In addition to your application and resume please provide a copy of your high school diploma. <b>Applications and Documents submitted with missing information will not be considered. Do not send application’s via Fax.</b>	

*This document serves as the announcement for the position. It is not the Job Description.*

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