



JOB TITLE:	APPRENTICESHIP COORDINATOR	DIVISION:	BUS
REPORTS TO:	BUS OPERATIONS PROGRAM MANAGER	EEO CATEGORY:	06- CLERICAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

The Bus Operator Apprenticeship Coordinator will provide program support and general management of Golden Gate Transit’s Bus Operator Apprenticeship Program which is an umbrella program that also encompasses GGT’s Bus Operator Mentor and Pre-apprenticeship Programs. Under the general direction of the Bus Operations Program Manager, this position will carry-out a work plan that is developed and guided by the Workforce Investment Network (WIN) Partnership, which is a labor-management partnership consisting of leaders from ATU Local 1575 and District Management. A key element of the Coordinator position is to work effectively with all stakeholders involved in the success of the programs including ATU Local 1575, District management, the College of Marin (COM), the Santa Rosa Junior College (SRJC), California Transit Works (CTW), Mentors, and Apprenticeship Instructors. This individual will provide leadership support and guidance to GGT’s Bus Operator Mentor group, as well as serve as a resource to other organizations engaged in similar workforce development programs.

Essential Responsibilities

- Coordinates meetings with GGT mentors to include the following: development of agendas and meeting content; mentor attendance and coverage as needed; meeting logistics, and; other related duties.
- Provides guidance and support to mentors to maximize the effectiveness of their interactions with mentees.
- Develops schedules as needed for: 1) mentors to support mentees; 2) mentors to support the Mentor Lead with program activities, or; 3) mentors to participate in pre-apprenticeship and apprenticeship programs. Coordinates coverage with the District accordingly.
- Provides and/or coordinates training or coaching to Mentors, as needed, to support their success and professional development.
- Works cooperatively with California Transit Works, partner transit agencies and other stakeholders on activities, training, and programs that serve to strengthen and enhance GGT’s Mentor Program.
- Works cooperatively with GGT Management on securing sufficient resources and maintaining transparency with respect to the Mentor Program.



- Engages ATU Leadership in Mentor Program activities, events, etc.
- Contributes to shaping a positive work environment at GGT.
- Works cooperatively with staff at the District, California Transit Works (CTW), College of Marin, and the Santa Rosa Junior College to meet and comply with the requirements of the Sonoma-Marine Bus Coach Operator Apprenticeship and Pre-Apprenticeship Programs.
- Serves as a conduit between the SRJC's Public Outreach Specialist and the District as needed.
- Supports the development and tracking of Program Work Plans and deliverables, as needed, with the support of CTW and District staff.
- Supports program development, including the development of the following elements: curriculum, interactive classroom exercises for engaging students, interactive classroom videos, Shadow Days, etc. This would be done in collaboration with District staff, ATU leadership, and CTW.
- Plans events, including the management of Shadow Day logistics.
- Coordinates Mentor participation and engagement in Program activities.
- Supports District management in grant administration and compliance activities.
- Participates in public outreach events and presentations to national, state, regional and local audiences.
- Participates in professional growth and training opportunities related to apprenticeship, peer mentoring and/or public transit operations.
- Maintains regular and reliable attendance and performance
- Performs additional related duties as assigned

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles of public transit operations, standard business ethics, and labor-management partnerships.
- Strong understanding of the elements of GGT's Bus Mentor Program and effective mentoring practices.
- Must have strong communication skills and be proficient with Microsoft applications, including MSWord, PowerPoint, and Excel.

Skill in or Ability to:

- Analyze, address and solve problems effectively and in cooperation with others.
- Must practice collaboration, respect, trust, and transparency in the course of their work.
- Maintain flexible and agile nature, in order to effectively manage and address the dynamic nature of GGT's Bus Operator Mentor, Pre-apprenticeship and Apprenticeship Programs.
- Manage complex projects from inception through implementation.
- Set priorities effectively, meet critical deadlines, and follow-up with assignments in a timely manner.
- Motivate and inspire employees, including Bus Operator Mentors, to perform to the highest standard.
- Establish and maintain cooperative working relationships with peers and representatives of other organizations.
- Prioritize and organize work schedules to meet the WIN Partnership's goals and objectives.
- Prepare, maintain and analyze a variety of reports and documents with guidance from the WIN Partnership and the Director of Transportation.



- Communicate clearly and effectively, in oral and written form, using correct grammar and spelling.
- Maintain a high degree of confidentiality. Prepare and deliver informational presentations to various groups including the WIN Partnership Committee, peer mentor groups, local community colleges, transit industry organizations, and community groups.

Minimum Qualifications

Education and/or Experience:

- Associate degree in Business or related field. Qualifying position related experience may be substituted on a year-for-year basis in lieu of education. A written statement detailing qualifying experience must be submitted with the application.
- A minimum of at least two (2) years leadership position in an apprenticeship &/or mentor program.
- At least ten (10) years as a Bus Operator in a transit agency.
- Must be able to demonstrate proficiency in using Microsoft Word, Excel, and PowerPoint.

Required License: Must possess and maintain a current, valid California Commercial Class B driver's license with air brakes and passenger endorsements. Must have a satisfactory driving record.

Physical Requirement: Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to/from meeting locations within the Bay Area region and outside the region through various modes of transportation. Required to perform position duties at the San Rafael office unless otherwise authorized by manager.