



JOB ANNOUNCEMENT
EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE,
a public, state-supported comprehensive institution, serving the six-county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

CDL B Training Specialist/Instructor

Position: 12 Month Regular Full-time; Benefits Eligible; Exempt Status; Non-Supervisory. This position is grant funded and contingent on grant requirements.

Classification: Non-Classified; Serves at the Will and Pleasure of the President

Location: Main Campus, Moorefield, WV; Petersburg Technology Center, Petersburg, WV

Scheduled Hours: 8:00 am to 4:00 pm; Monday – Friday; 37.5 hours/week

Department: Workforce and Continuing Education

Reports to: Director of Workforce and Continuing Education

Pay Grade: 5

Salary: \$45,000 - \$55,000, commensurate on experience

Overview: This position provides quality training that produces skilled drivers to safely operate commercial vehicles and meet industry workforce needs. They will perform duties related to delivering the appropriate instructional program in a learning environment that guides and encourages students to obtain their WV Class B CDL. Requires strong training skills. Also, calls for flexibility, excellent interpersonal skills, and the ability to work harmoniously with all levels of internal management, staff, and students, as well as outside clients. This position will ensure the CDL Training Program meets all expectations of the Federal Motor Carrier Safety Administration.

Job Duties & Responsibilities

- Responsible for duties normally associated with training adult Workforce Education students in truck driving to include theory, basic skills, advanced skills in the classroom and over-the-road truck driving.
- Expected to maintain knowledge of the Federal Motor Carrier Safety Administration (FMCSA) guidelines (<https://www.fmcsa.dot.gov/>) to ensure compliance for Eastern WV Community and Technical College's CDL Training Program.
- Coordinate student orientation and foster clarity and ease for students enrolling in the program with the support of the Director of Workforce and Continuing Education.
- Supportive of program promotion and recruitment at area businesses while being a strong advocate for Eastern's Workforce Education Department and representative of the College. At least 2-3 recruitment events per year.
- Maintain a positive rapport with area businesses wishing to visit with the CDL Training Program students for recruitment to truck driving jobs during orientation and/or after the training program completion.
- Responsible for regular coordination of tractor and trailer maintenance and repairs as well as fuel management to ensure readiness for instruction following College purchasing and business office processes.
- Collaborate with Director of Workforce and Continuing Education on direct student input management into the FMSCA database showcasing student readiness for CDL instruction and completion.
- Plan to permit up to 1 day a week on-campus or time in the office at the tech center to support administrative duties.
- Provide timely, detailed, and individual feedback on each student and all assignments to the Director of Workforce and Continuing Education.
- Communicates, supports, and enforces school policies and procedures.
- Maintains a professional attitude at all times and follows Eastern West Virginia Community and Technical College's Institutional Policies.
- Accurately reports student progress to FMSCA to permit coordination with DMV to schedule a test date for students who are ready to take the driving test.
- Reports to the Director of Workforce and Continuing Education on any needs, class scheduling, training progress, student success and completion to warrant student certificates of completion.



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- Monitors student success and reports to the Director of Workforce and Continuing Education if additional student billing is warranted given the student training time limitations set forth by the program and/or if the student fails their CDL test and wishes to retake certain modules or hours with the program.
- Informs the Director of Workforce and Continuing Education immediately if unsatisfactory student progress, discipline or attitude problems, and occurrences occur that warrant discussion.
- Performs any related work as required for the success of the CDL Training Program.
- Instructor may be required to work additional hours to accommodate the program goals. Classes may be offered during the day, evening, and/or weekends.
- Must possess mobility to work in a standard office setting, as well as an outside environment, that could include extreme hot and cold temperatures.
- Must have satisfactory computer skills and use standard office equipment, attend scheduled mandatory meetings as necessary to be a successful staff member and CDL Instructor.
- Develop a training curriculum for the incorporation and active use of the WVCTC-grant-issued CDL simulators
- Utilize, guide, track, and assist students with theory training via JJ Keller
- Other duties as assigned.

Minimum Requirements:

- Must meet criteria as per [49 CFR § 380.605](#)
- High school diploma or GED
- Hold a current WV Class A CDL license with Class B experience. CDL endorsements preferred or a willingness to obtain.
- Have an updated DOT physical and pass a drug screen
- Have four (4) years of satisfactory and reasonably continuous work experience in occupational area.

CLOSING DATE: Resume submission begins immediately and will close on January 10th, 2025.

IMPORTANT: You may access and submit Eastern's Online Employment Application [here](#) . On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers
- Copies of any college and/or technical transcripts

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
careers@easternwv.edu

EQUAL OPPORTUNITY EMPLOYER