



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 5/9/2025
Revised on: 9/17/2025

Job Title	Salary Schedule	Grade	Job No.
Truck Driving Training Specialist/Examiner	C3	TBD	
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Skills Training	Exempt	No	Yes

JOB SUMMARY: The Truck Driving Training Specialist/Examiner is responsible for facilitating truck driving classes related to the College’s Truck Driving Program. Duties will include curriculum design and implementation, preparing students to acquire a Class A CDL and conducting CDL examinations.

QUALIFICATIONS:

- ◆ High School Diploma or equivalent GED certificate **required**
- ◆ Current Class A CDL, **required**
- ◆ Acceptable MVR (motor vehicle report) **required**
- ◆ Three (3) years documented full-time CDL driving experience **required**
- ◆ All endorsements (P, T, X-Haz, Tank) *preferred*
- ◆ Three (3) years Driver Training Experience, *preferred*
- ◆ Three (3) years “over the road” driving experience, *preferred*
- ◆ Alabama DOT Third party examiner license, *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to effectively operate a commercial vehicle (*CDL Skills Test*)
- ◆ Ability to pass a Department of Transportation (DOT) physical
- ◆ Effective oral, written, and interpersonal skills
- ◆ Knowledge of institutional rules, regulations, procedures, and functions
- ◆ Ability to design and implement a comprehensive curriculum for classroom and experiential learning
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public
- ◆ Ability to maintain confidentiality of office information
- ◆ Commitment to all students, including those of diverse cultures and ethnic backgrounds
- ◆ Commitment to the teaching-learning process of the community college and the open-door admission process

DUTIES:

- ◆ Teach courses as assigned in accordance with the curriculum to include classroom and hands-on instruction
- ◆ Conduct instruction in both day and evening settings
- ◆ Use personal driving experiences to effectively communicate the proper procedures of driving a

truck and trailer

- ◆ Maintain classroom, trucks, supplies, and environments, which promote learning to perform in the current and emerging work world environments
- ◆ Conduct CDL examinations of students and walk-ins
- ◆ Communicate with employers in the trucking industry to receive guidance for upgrading curriculum and instruction
- ◆ Maintain equipment of Truck Driving Training program
- ◆ Recruit students for classes
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily active work with frequent standing, walking, bending, and reaching
- ◆ Manual Dexterity: Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ Lifting: Ability to lift and carry materials weighing up to 20 pounds
- ◆ Communication: Clear and effective verbal and written communication skills are essential

Work Environment:

- ◆ Setting: The position is based in an outside environment within an educational institution
- ◆ Travel: Occasional travel may be required to conduct testing, attend conferences, workshops, or meetings
- ◆ Schedule: Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ Interaction: Regular collaboration with various departments, faculty, staff, and external partners

Reviewed by: Jason Gurley, HR Manager

Employee Name:

Employee Signature

Date