



Vehicle and Equipment Trainer

Reporting to the Manager of Fleet Services, the Vehicle & Equipment Trainer is responsible for developing and implementing training programs relevant to vehicles and equipment, individual staff training and coaching, review and monitor of the CVOR incident statistics, provide leadership on the accident investigation process while advising on the appropriate actions to mitigate future occurrences.

Job Duties

- Coordinate the training, testing, evaluation of drivers/operators in the use of fleet vehicles and equipment;
- Accident and incident investigations including report writing and remedial follow-up;
- Participate in the recruitment process by conducting driver and equipment assessments on job candidates;
- Develop and update corporate safety and training policies and procedures for Town vehicles and equipment ;
- Ensuring legislation compliance and quality training programs relevant to vehicles and equipment and staff needs;
- Support the management of the town's Commercial Vehicle Operator Registration (CVOR);
- Conduct individual staff training and coaching sessions Create and maintain relevant databases, such as maintaining a driver abstract log and collision management;
- Report ongoing issues with respect to skill and training of individuals or groups;
- Responsible for assessing driving and equipment operation training needs and recommending new programs or initiatives;
- Conduct safety assessments as may be required and provide expert knowledge in areas of training, safety, and compliance for programs and initiatives and lead implementations;
- Develop and present staff, committee and council presentation and reports as maybe required;
- Develop polices, work instructions and matrix's to support corporate and departmental consistency, education and training.

Qualifications/Skills

- Diploma in Adult Education and Adult Learning Principles and Health and Safety, or a related field; or a combination of education and experience;
- Minimum five (5) years' in a Driver trainer capacity with practical experience leading the successful development, implementation, and maintenance of training programs for light to heavy duty vehicles, road and grounds maintenance equipment and other related vehicles and equipment or approved equivalent(s);
- Minimum five (5) years working with the Highway Traffic Act, Commercial Vehicle Operators Registration (CVOR), National Safety Code, Ministry of Labour Regulations, Occupational Health and Safety Act, and related Construction and Industrial Safety Regulations;
- Valid, recognized Defensive Driving Instructors Certificate (DDC), Professional Driver Improvement Instructors Certificate (PDIC) or approved equivalent acceptable to the Town;
- Valid Accident Investigation Certification;

- Valid Fork Lift Certification that meets the requirements of the C.S.A Standard and the M.O.L Guidelines;
- Must possess a valid class “G” Ontario Drivers’ License with a clean drivers abstract.
- Ability to provide a current Criminal Record Check that is satisfactory to the Town, upon being hired.

Nice to Have

- Fleet Driver Certification including Air Brake Instructors Certificate is considered an asset.
- Certification for Traffic Protection/Book 7 Instructor is an asset.

What we offer to staff

- **Salary:** \$96,982 - \$107,757 per year (currently under job evaluation review)
- **Hours of Work:** This is a non-union position that works 35 hours per week. The hours of work are from 8:30 a.m. - 4:30 p.m. Monday to Friday and may be required to deliver training and/or conduct accident investigations during evenings and/or weekends.
- **Benefits:** The Town offers full-time staff a comprehensive benefit package with paid sick, vacation and personal leave days; Employee & Family Assistance Program; Health & Wellness Program, Town of Ajax Fitness Centre membership; plus a defined benefits pension (OMERS pension - <https://www.omers.com/>).
- **Hybrid Work Environment:** The Town offers a Hybrid Work Program. A flexible work arrangement, including the option to work from home some or a majority of the time, is currently a possibility with this position, and can be discussed during the interview process.

How to Apply

To apply for this exciting opportunity, please go to the Town of Ajax website at www.ajax.ca/careers. The closing date for this position is March 27, 2023.

All Town of Ajax employees are required to be fully vaccinated against COVID-19; proof of vaccination status will be requested as a condition of employment upon hire. Medical exemptions or any other kind of requested exemption based upon the Town’s obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Equal Opportunity Employer

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources staff of any accommodation you may require during the process.