

Driver Trainer



Job Title:
Driver Trainer

Job Number:
J1022-0155

Job Code:
NU012

Job Category:
Training/Education

Department:
Corporate Asset Management & Fleet

Bargaining Unit:
Non-Union

Job Type:
Full Time

Employment Type:
Replacement

Number of Positions:
1

Hours of Work:
40 hrs/wk

Salary:
\$82,992.00 - \$103,750.00/Year

Date Posted:
October 19, 2022

Closing Date:
November 16, 2022

Opening Statement

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah- nish-in-ah-bay), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and is the home of many Indigenous peoples. We are grateful to reside and work on this land.

Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government. Kingstontians enjoy a high quality of life with access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

We take our core values of Trust, Respect, Integrity and Pride seriously and apply these standards to everything we do. We foster a working environment that reflects our community's diversity and respects people's dignity, ideas and beliefs. The City of Kingston views diversity as its strength and encourages people from all backgrounds, including but not limited to women, racialized groups, Indigenous peoples, Persons with Disabilities and persons who identify as members LGBTQ+ communities, to apply.

Position Summary

Reporting to the Director of Corporate Asset Management & Fleet, the Driver Trainer is responsible for the coordination, creation, implementation, and review of all corporate operator training including extensive heavy equipment operator training and testing, operator upgrading and training, as well as all other vehicle and equipment safety programs and training covering the municipalities diverse group of fleet assets.

The Driver Trainer works as part of the Fleet Services team to ensure the City's operators and fleet of vehicles, equipment, and staff are operating in compliance with all applicable acts and regulations while identifying areas of improvement through progressive training and review of telematics data.

KEY DUTIES & RESPONSIBILITIES

Develop, prioritize, coordinate, conduct, and manage a diverse corporate operator training program including the Ministry of Transportation Driver Certification Program (DCP) covering training and testing for license upgrades and renewals to ensure the corporation has the required resources to meet service level requirements.

Manage risks and mitigate losses by pro-actively researching and evaluating training programs and new technologies or changes to equipment specifications to formulate recommendations for continuous improvement.

Promote driver safety by conducting detailed collision analysis and investigating vehicle related accidents and near misses to compile and conduct post-accident training and corrective action plans.

Create, interpret and analyze key performance indicators to collaborate with departments on areas of continuous improvement to minimize cost and reduce risk.

Maintain and leverage the Corporations Training and HRMS system to update driver incident and violation history for the purpose of generating reports and trends on performance as well as ensuring a common and secure repository of information for internal and external compliance requirements.

Other duties as assigned.

Qualifications, Competencies

High School (Grade 12) diploma or equivalent

5 years of relevant experience as a Vehicle and Equipment Operator Trainer

Experience in the operation of non-licensed municipal equipment and heavy construction equipment, preferred

Class ACZ license or provincial equivalent (the driving record shall meet the minimum standard set out by the Ministry of Transportation Recognized/Signing Authority Program) along with a clean driver abstract

Professional Driver Improvement Instructor and Defensive Driving Instructor certificates (current)

Air Brake Instructor certificate

Recognized Signing Authority for Driver Certification Program (DCP), preferred

Vehicle Accident Investigation certificate, preferred

Certification to conduct provincial driver's license and air brake upgrades as well as license renewals in accordance with Ministry of Transportation (MTO) guidelines, preferred

Fleet Driver Trainer certificate – Ontario Safety League or equivalent, preferred

Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork.

Skills, Abilities, Work Demands

Extensive knowledge of the following regulations and provide technical advice on, but not limited to, Commercial Vehicle Operator's Registration (CVOR), Ontario Highway traffic Act (OHTA), Ministry of Transportation Book 7, Hours of Service Regulations, and Occupational Health and Safety Act and regulations

Extensive knowledge of heavy vehicles and equipment operation and training

Ability to work collaboratively with employees, supervisors, managers, and directors from various departments within the corporation

Must be able to work variable shifts and work outside during inclement weather

Use of tools and equipment

Operator ride-alongs

Active participation and attendance required at supplier equipment demonstrations

Take initiative and manage multiple priorities

Capability to work independently with minimal supervision

Effectively operate and demonstrate on all municipal fleet vehicles and equipment

Intermediate skills in MS Office (Outlook, Word, Excel, PowerPoint,) and database management

Strong presentation skills and understanding of adult education principles

Demonstrated interpersonal and communication skills, diplomacy, discretion, conflict / dispute resolution, problem solving, and tact

Required to obtain and maintain a satisfactory criminal record check

Closing Statement

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at HRCity@cityofkingston.ca.

Please apply to Career Opportunities at: www.cityofkingston.ca/Careers
Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Please ensure to check any spam or junk folders for any emails coming from a City of Kingston account.

Are you interested in this job?

[I am Interested](#)



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