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## Field Training Designer

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Field Training Designer, you will be responsible for developing tools and materials that support the application of training on the job across a wide range of positions within Water Services field operations. You will respond to operational process and procedural changes by designing and implementing resources to support the consistent implementation of necessary changes. You will help build operational consistency, ensuring employees are trained and competent to work safely in a high hazard environment. Primary duties include:

- Define training needs due to operational improvements to build On-the-Job Training and identify strategies and tools for sustaining new operational practices.
- Develop checklists, job aids, reference materials, skill assessments, and other tools to ensure On-the-Job Training is applied to identified operating standards with consistency.
- Develop operational based training to be delivered across Field Operations that will have some customization and practical simulations specific to different work areas, crew types, equipment used, etc.
- Develop supporting materials, tools, and processes to help reinforce and sustain operational changes.
- Apply instructional design methods, adult learning principles, competency-based skill development approaches, and creativity to develop efficient skill development and application in potentially different learning environments (i.e., classroom, worksites, crew areas, etc.).
- Consider safety/risk factors, legislative requirements, audience, content, change management approaches, and sustainment methodology.
- Obtain approval of content by (Subject Matter Expert) SME, safety, leadership and legal, if necessary.
- Collaborate with Subject Matter Experts, Technical Documentation Specialists, and Safety Advisors, in the developing, piloting, and delivery of training.
- Adjust training to ensure it meets objectives, new practices and expectations are documented appropriately, and evaluation is consistent and ongoing.

### Qualifications

- A degree in Adult Education, Education, or a related field, and at least 3 years of experience in training development, or instructional design in an operational environment, adult learning theory and program evaluation.
- A strong client service orientation and the ability to work effectively with a diverse client group is essential.
- Strong organizational and time management skills and the ability to work on multiple projects at the same time is essential.
- Well-developed critical thinking and communication skills will be important to help synthesize complex technical information.
- Success in this position requires the ability to work independently, take initiative, and solve problems.

**Note:** A portfolio or sample of previous training design work will be requested.

### Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38  
Position Type: 2 Temporary (up to 18 months)  
Compensation: Pay Grade 10 \$40.08 – 53.57 per hour  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Water Services  
Location: 651M 25 Avenue SE  
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.  
Apply By: May 31, 2024  
Job ID #: 309921

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)