



FULL-TIME DRIVER AND OPERATOR TRAINER

COMPETITION NO.: PWE-2025-06



Posting Date:	March 11, 2025	Closing Date:	April 10, 2025
Department:	Public Works	Hours per Week:	40 hours
Benefits Entitlement:	Yes	Existing Position:	No
Pension Entitlement:	Yes – Employer Matched Contributions		
Salary Level 206:	\$87,196 - \$108,982 (2025)	Union:	Non-Union

Position Summary

Under the direction of the Public Works Manager, the Driver and Operator Trainer will be responsible for the co-ordination, implementation and review of driver and operator training, testing, evaluating and certification on various pieces of equipment utilized across all municipal services including: truck (DZ), vac-truck and heavy equipment operator training and testing; transit operator (CZ) training and testing; onboarding; and heavy truck and equipment safety programs for equipment used in municipal operations.

Duties

- Develop and deliver equipment training and licensing (as required) for all Public Works vehicles & equipment as well as Transit / Para-Transit buses.
- Along with the training program, develop and administer testing and certification criteria.
- Work in co-operation with Supervisors in scheduling of staff and equipment for training.
- Actively engage with accident reviews and investigations, provide employee driver assessments, and conduct spot checks and job observation reviews of new operators.
- Promote a safe work environment and assist in conducting work place safety audits.
- Participate and support the City of Timmins Continuous Improvement Program in order to help foster a culture of operational excellence.
- Other duties as assigned.

Qualifications

- Successful completion of a college diploma in Adult Education, Health and Safety or related field or a combination of education and experience acceptable to the Employer.
- Minimum of three years experience in Driver Training or Heavy Equipment training or experience in a Training Organization teaching safe vehicle operations.
- Knowledge of adult education principles, technical writing or instructional design considered an asset.
- Completion of one or more of the following courses required: Motor Vehicle Driver Trainers, Air Brake Endorsement Instructors, Fleet Driver Trainer, Commercial Motor Vehicle Instructor/Trainer Certification, Professional Instructor in Driver Education, Road Facilitator, Adult Training, Chainsaw Instructor, Heavy Equipment Trainer, Train the Trainer.
- Completion of necessary qualifications and prerequisites in order to be eligible for Signing Authority status in accordance with Operational Policies office of the Ministry of Transportation.
- Strong computer skills with the ability to develop training programs (literature, presentation and certification testing).
- Applicants must possess a valid DZ Ontario Driver's License and heavy equipment experience.
- Ability to compile various reports, logs and journals.
- Ability to develop Training Need Assessment plans and understanding of adult education principles.
- Knowledge of relevant legislation and standards including Occupational Health and Safety Act, Employment Standards Act, Highway Traffic Act (HTA) National Safety Code, commercial vehicle operator registration system (CVOR), appropriate equipment maintenance procedures and legislated certifications.
- Demonstrated presentation skills and the ability to create effective/informative presentations.
- Current and clear Criminal Record Check.

How to Apply

To apply for this position applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **April 10, 2025**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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[\(705\) 264-1331](tel:(705)264-1331)