

## **Fleet Safety Officer II**

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### **DEFINITION**

This is specialized inspection and regulatory work involving the inspection of all City occupied, owned or controlled premises focused on vehicle safety, as well as operational supervision. In addition to the duties of a Fleet Safety Officer, this position has extended duties and responsibilities including assisting with day to day supervision of collision investigation, technical guidance, direction, and coaching of Fleet Safety Officers (FSO), Fleet Safety Assistants (FSA), and other support personnel.

The Fleet Safety Officer II will function at an advanced technical level, ensuring quality control of all investigational reports submitted by the FSOs and FSAs, ensuring all investigations are completed accurately and on time, and providing investigative coaching and guidance as needed. Work in this class also includes applying elevated technical knowledge and experience to scrutinize a variety of complex reports, inquiries, and requests, and coordinate the appropriate application of resources to meet the needs of the organization as well as industry partners. Incumbents in this classification are also responsible for the directing and reviewing the work of staff, as well as assisting in the development of staff through effective coaching, training, and mentoring, including periodic review of work and the provision of training as required.

Work of this classification differs from that of a Fleet Safety Officer in the level of complexity and technical knowledge and responsibility exercised in the review, audit, guidance, and coordination of reports and investigations, as well as operational supervisory responsibilities. The Fleet Safety Officer II works with a high degree of independence and limited direction, referring to the supervisor only in situations where decisions may result in significant departures from standard procedure. Work is evaluated on the basis of accuracy, standards of performance, and the effectiveness of supervisory support on the continuing assessment of program effectiveness in protecting City assets.

### **TYPICAL DUTIES** \*

Reviews all completed collision reports, 311 Complaints, and investigational reports for statistical accuracy, grammar, spelling, data entry errors/omissions, layout critique, technical content, peer review, conclusions, recommendations, and compliance with FOIP and the Collision Review Assessment

Reviews the Collision Review Assessment Forms submitted by the FSOs or FSAs to ensure that demerit points are properly assessed

Conducts periodic reviews to ensure that files are promptly distributed and that Assessment Letters to employees are sent to supervisors/employees

Performs ride-alongs with Fleet Safety Officers to review investigation techniques, and provides

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coaching as required

Identifies training requirements and provides training to Fleet Safety Officers and Fleet Safety Assistants related to collision investigation techniques, report writing, statement gathering, 311 Citizen Complaint processes, etc

Provides coaching and guidance to the FSO and FSA, including debriefing and support upon the completion of serious incidents and one-on-one reviews with FSOs to review outstanding investigations, file priorities, tasks, and duties

Orients, coaches, and mentors staff, providing input into performance evaluations

Ensures work is assigned in an effective and efficient way to ensure that an FSO attends the scene within a timely fashion

Assists with time management by reviewing shift assignments, vacation requests, personnel shortages, on-call scheduling, and time approval

Assists with yearly assessment of FSO and FSA performance and performance plan management

Assists with periodic Driver's Manual updates as well as corresponding driver training

Performs the duties of a Fleet Safety Officer

**KNOWLEDGE, ABILITIES AND SKILLS**

Advanced knowledge of collision investigation techniques and procedures, including engineering terminology used in collision investigation and codes/legislation related to the transport of dangerous goods

Advanced knowledge of federal, provincial, and municipal legislation related to the transportation industry as well as OHS legislation that pertains to a provincial carrier

Considerable knowledge of local Bylaws

Considerable knowledge of City of Edmonton safety and operating procedures

Knowledge of engineering terminology, techniques, technical mathematics, and physics related to collision investigation

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Knowledge of CCMTA NSC Standards

Ability to direct work and provide guidance and direction to less experienced staff

Ability to analyze situations and problems, identify root causes, and recommend solutions

Ability to manage demanding and high stress situations with limited direction

Ability to develop, deliver, and facilitate safety training

Ability to collect evidence and to present evidence in court

Ability to establish and maintain effective working relationships with internal and external clients

Ability to maintain accurate records, prepare statistical information, and review the work of others

Ability to interpret and implement regulations impartially and tactfully

Ability to work in various weather and environmental conditions, such working outside at collision scenes in the presence of dangerous traffic hazards

Strong verbal and written communications skills, and the ability to deal with difficult situations

Proficiency using various computer software programs relevant to the work, such as (Microsoft Office, Google Workspace, POSSE, PeopleSoft, M5, and Adobe Acrobat)

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

- Completion of Grade 12 or equivalent
- Formal post-secondary coursework in Adult Education and formal risk management or insurance training, supplemented by considerable safety and training coursework, preferably in a fleet operations setting
- A minimum of five (5) years of experience in a safety or regulatory enforcement position in a vehicle/fleet safety environment
- Must possess a valid Alberta Class 3 Motor Vehicle Operator’s License with Airbrake (Q) Endorsement and be eligible to hold a City Driving Permit; Class 1 preferred
- Possession of a Certified Transportation Safety Professional Certification is an asset
- Must possess a Level II – Collision Investigation Certification or equivalent
- Must have the ability to obtain a Level IV – Advanced Collision Analysis Certification or

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equivalent, and meet Provincial requisites to hold other instructor designations or memberships as determined

- Must be willing to obtain related certifications as required, such as Crash Data Retrieval Certificate, LASER RADAR certification, BOSCH Crash Data Technician & Crash Data Analyst, etc.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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