



Equipment and Safety Instructor

DEFINITION

Work of this class provides field and/or classroom training and instruction to City personnel in the safe operation of a multitude of different vehicles and equipment.

Duties further include training City employees in proper safety procedures and the inspection of equipment to ensure that all necessary equipment is correctly attached and in working order.

Although this position does not have direct supervisory responsibility, it does provide accurate and effective information to operators to ensure they are trained to operate equipment safely and effectively and to determine whether or not operators are qualified to operate equipment.

TYPICAL DUTIES *

Provide classroom and field training to employees in the operation of heavy automotive vehicles and construction equipment such as backhoes, draglines, bulldozers, graders, street sweepers and trucks.

Establish in-class and field training programs for the safe and proper operation of light equipment such as hand tampers, jackhammers, chain saws, concrete saws, compressors and related equipment.

Determine when operators are qualified to operate specific pieces of equipment.

Instruct personnel in the proper preventative maintenance of equipment.

Maintain records in order to accurately assess the competency of employees.

Make recommendations to supervisors regarding the competency of operators.

Instruct all heavy automotive vehicle and construction equipment operators in proper safety procedures.

Inspect equipment to ensure all necessary safety features are attached and functioning properly.

Perform follow-up checks with operators to ensure safe, effective and efficient operation is being maintained.

Liaise with other City departments and outside agencies to develop in-service training procedures in safety.

Maintain all records pertaining to safety and training.

Arrange appointments for heavy automotive vehicle and construction equipment operators to obtain Provincial and City driver's licences, respectively.

Discuss equipment problems with repair shop to ascertain whether the problem was mechanical failure or operator neglect.

Perform other related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Well developed oral and written communication skills.

The ability to deliver information at a level that is understandable and in a manner and format that is effective and promotes learning.

Ability to understand and delegate oral and written instructions.

Ability to establish and maintain an effective liaison with foremen pertaining to heavy automotive vehicle and construction equipment requirements.

Ability to assess the training needs of individual employees and assess their skill level following the completion of training.

Ability to instruct operators effectively.

Considerable knowledge of the safe operation of heavy automotive vehicles and construction equipment.

General knowledge of local traffic laws and regulations.

Vast knowledge of the occupational hazards and safety precautions applicable to the work.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 plus formal training or post-secondary courses in Safety and Adult Instruction. A minimum of 5 years' experience in construction or maintenance work, including extensive heavy construction equipment operating experience, or an equivalent combination of training and experience. Possession of a St. John Ambulance Standard First Aid Certificate, WHMIS and TDG certification. Possession of a valid Alberta Class 1 or 3 motor vehicle operator's licence as operationally required.

Drainage Services:

The City of Edmonton is required to meet Alberta Environment Wastewater Collection Certification requirements for Drainage Services positions under this classification. All employees are required to obtain Level II Wastewater Collection Certification under the Alberta Environment Certificate program within 2 years of appointment to a permanent position within this class. Once the required level of certification is attained, the employee will transfer to the certified job code for this class, with the commensurate rate of pay.

The Drainage Branch reserves the right to waive the certification requirement for:

- an individual employee after 2 unsuccessful attempts at attaining the certification in a 2 year time frame or for
- a posted Design & Construction Section vacancy, where specific circumstances warrant,

provided that such waiver does not jeopardize the branch's ability to meet Alberta Environment certification requirements. The following classifications in the Drainage Operations Section will continue to require certification and incumbents will not be eligible for waiver of the certification requirement under any circumstances - these classifications are: Drainage Supervisor, Drainage Trainer, Training & Safety Instructor, Drainage Leader II, Maintenance Repairman II, and Pumpwell Millwright II.

* *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.*

EQUIPMENT_AND_SAFETY_INSTRUCTOR_ACTIVE

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Drainage Uncertified Grade	0202 038			
Drainage Certified Grade	2188 124			
Last Updated:	2013-06 (change – qualifications)			
Previous Updates:	2013-03 (title change – Training & Safety Instructor) 2010-05			
Originated:	1979-06			