

Fleet Safety Officer

DEFINITION

This is specialized inspection and regulatory work that involves the inspection of all City occupied, owned, or controlled premises focused on vehicle safety. This includes training, evaluation, and quality control of City and EPCOR fleet and hired equipment and operators.

Work of this class includes presentation of safety courses and/or providing input on course material in all aspects of vehicle and auxiliary equipment safety operation, testing and certification of drivers and hired equipment, collision investigation, and operational and new vehicles safety inspections.

Incumbents are expected to perform assignments with a high degree of independence, referring only unusual matters to a superior. Work is evaluated through a review of reports, records, and continuing assessment of program effectiveness in protecting City assets.

TYPICAL DUTIES *

Assists in the development of training packages in fleet safety and vehicle operation

Instructs civic and EPCOR employees in driver safety, equipment operation, and vehicle maintenance and safety

Tests and road tests City and EPCOR drivers for issuance of Alberta Government Motor Vehicle Operator's Licenses and city driving permits

Maintains records for City of Edmonton and EPCOR drivers

Investigates collisions involving City and EPCOR vehicles and drivers

Analyzes accidents involving City and EPCOR equipment or personnel, and provides preventive or corrective recommendations to avoid reoccurrence

Assists in collision investigations, including interviewing drivers and witnesses, examining collision scenes and vehicles, and moving or arranging the movement of vehicles

Presents highly detailed factual reports of accidents to the Driving Incident Review Board

Answers and investigates complaints from the public and drivers

Conducts safety checks on new equipment and aids in the preparation of training material for driver finalization on new equipment

Performs related work as required

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KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of operating features of City and EPCOR fleet and auxiliary equipment
- Considerable knowledge of local traffic laws and regulations
- Considerable knowledge of safety and operating procedures
- Considerable knowledge of City and departmental policies, procedures and regulations
- Knowledge in the operation of heavy duty and auxiliary equipment
- Knowledge of collision investigation techniques and procedures, including engineering terminology used in collision investigation or codes and legislation related to the transport of dangerous goods
- Considerable knowledge of collision investigation procedures
- Ability to collect evidence and to present evidence in court
- Ability to maintain accurate records and prepare statistical information
- Ability to express ideas verbally and in writing
- Ability to prepare, evaluate, and present safety training
- Ability to demonstrate proper vehicle operation techniques and methods
- Ability to establish and maintain effective working relationships
- Ability to work with various related office and corporate information systems (such as PeopleSoft, M5, POSSE, etc.)

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Completion of Grade 12 or equivalent
- Formal post-secondary coursework in Adult Education and formal risk management or

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0549		0550	
Last Updated: 2022-05				
Previous Updates: 1981-05; 2010-04				
Originated: 1976-09				

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insurance training, supplemented by considerable safety and training coursework, preferably in a fleet operations setting

- A minimum of three (3) 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
- Must possess a Level II – Collision Investigation Certification or equivalent
- Must have the ability to obtain a Level IV – Advanced Collision Analysis Certification or 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, 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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