

Senior Trainer

DEFINITION

This class is concerned with the development, delivery and ongoing assessment of training programs in areas including field operations and maintenance, utilizing a variety of computer applications. In depth and comprehensive knowledge in the area of Occupational Health and Safety and Environmental training programs is required. Training programs are administered in compliance with City policies and Environmental management standards.

Employees in this class are involved in all aspects of training program conception (research, needs assessments, etc.), development and production of training materials (manuals and reference materials, lesson plans, curriculum development, etc.), the delivery of training programs via classroom instruction, worksite demonstrations, etc. and the evaluation of the effectiveness of training delivered to the program's recipients. The Senior Trainer coordinates training and instructional programs through scheduling to ensure continuity of learning, skill development and effectiveness of training. The Senior Trainer is also accountable for researching and actively influencing the identification and acquisition of different equipment related to the business.

The Senior Trainer class is distinguished from the Training and Safety Instructor class in the following manner:

1. Supervises and evaluates the performance of subordinate Instructors and/or clerical staff in the operational area.
2. Makes decisions around the introduction of new technologies, equipment, working methods, environmental compliance standards, etc. which could lead to the need to develop and deliver new training programs;
3. Conduct regular monitoring reviews of accident reports, safety records, etc. to identify trends and proactively determine requirements for staff training programs; and identify the source of incidents
4. Administers the operational area's annual training program budget.

TYPICAL DUTIES *

Plans, develops and delivers a wide range of training programs, adhering to operational area's annual training program budget.

Prepares and analyzes program performance and productivity reports in support of supervisors to assist them in planning forecasts and future resource requirements

Conducts research for acquisition of new equipment and maintenance of specific training requirements related to new equipment

Supervises and evaluates the performance of subordinate Instructors and/or clerical staff in the operational area.

Instruction delivery methods vary from formal classroom to field settings as well as the numbers of personnel receiving training.

Provides in class and field training programs to assure that employees are appropriately trained in the safe and efficient operation of various equipment and practices

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

May be responsible for adherence to a set budget for all training related expenses.

Prepares and distributes training reference materials including manuals, notes and directives, computer tutorials, etc. and ensures that materials are maintained up to date.

Maintains training records for staff and schedules training courses in conjunction with overall planned training programs; issues course completion certificates and manages related administrative aspects of training programs.

Represents the City on a number of safety/accident prevention, accident review, environmental, and related committees and administers training programs resulting from this activity.

Participates in the review and assessment of equipment, materials and methods and provides leadership and training to implement new methods into the working environment. Researches and compiles information in support of the acquisition of new and replacement equipment.

May Act as emergency contact in response to accidents, emergency response, police requests, etc.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the equipment, procedures, and associated policies and Bylaws related to the City.

Ability to co-ordinate multiple projects and schedules and respond to unforeseen situations such as weather conditions, equipment breakdowns, environmental spills, etc.

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

Ability to assign and supervise the work of subordinates.

Ability to communicate effectively with the public on matters related to service delivery and to resolve complaints in an expeditious manner.

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

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Skilled in the operation of maintenance vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.

Skilled in the use of office automation software including word processors, spreadsheets, electronic mail, etc.

Senior Trainer

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of Adult Education courses supplemented by at least 6 years experience in construction or maintenance work including heavy construction equipment operating experience;

Possession of a St. John Ambulance Standard First Aid Certificate. Foremanship Level I and Leading People for Results to be completed during the first year of employment in the position. Possession of a valid Alberta Class 1 motor vehicle operator's licence and City Driving Permit.

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, Senior 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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Drainage Uncertified Grade	1893 042			
Drainage Certified Grade	2192 126			
Last Updated:	2010 - 10			
Previous Updates:	2010 - 05			
Originated:	2005 - 02			