

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT **(ENERGY, FLEET & FACILITIES MANAGEMENT DIVISION)**

DRIVER DEVELOPMENT AND SAFETY COMPLIANCE OFFICER

Summary of Duties

Reporting to the Superintendent of Regulatory Compliance & Driver Training (SRCDT), the Driver Development and Safety Compliance Officer will provide on-road supervision, support, and assistance to drivers. Will assist in the promotion and support of driver on-road safety by performing employee safety evaluations/observations, in-cab driver evaluations, correct substandard acts and conditions, and support the development of new and existing drivers.

Ensure that the vehicle operators meet or exceed all legislated requirements including: the Occupational Health & Safety Act, Employment Standards Act, Highway Traffic Act and applicable Corporate Policies.

Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and be results oriented.

Responsibilities

Provide enforcement from verbal or written warnings, up to removal or suspension of a driver from operating a City vehicle or equipment, if the driver is deemed to not be operating safely or in compliance. This can also include: unsafe driving practices, improper licensing, and inadequate training (or retraining) or non-compliance with City Polices (e.g. improper paperwork in the vehicle or improper circle checks) and other legislative compliance requirements related to vehicle and equipment operations.

Observe and report on daily driver activities and monitor the following:

- Pre-Trip Inspection compliance
- Abuse of vehicle privilege (i.e. illegal parking in fire zones, etc.)
- Perform employee driving safety observations/evaluations
- Correct substandard acts or conditions
- Ensure compliance with applicable Sections of the Highway Traffic Act.
- On-Road vehicle, driver, and public safety.
- All other driver policies and procedure compliance.

Document, act as necessary, and report back to management on the daily on-road operation including all of the above.

Develop and deliver content of high quality professional custom courses/presentations for Driver Improvement Course, Driver Safety and Compliance Manual, Pre-Trip Inspections, Air Brake Training, Hours of Service, and Trailer Training.

Provides input on the development of standards and ensures identified outcomes are met by drivers.

Monitors and evaluates employee performance and provides support and coaching for driver development.

Monitor and report driver performance to the applicable User Group.

Lead vehicle and equipment training initiatives in a diverse municipal fleet.

Support SRCDT with collision investigations, when required.

Assist and evaluate driver's development and provide recommendations for driver improvement on all vehicles or equipment including waste vehicles, snow plows, Bookmobile, trailers, forklifts, boom trucks, front end loaders, etc. Provide input on health & safety practices and policy as relevant to drivers, vehicles, and compliance.

Be involved with and support the driver hiring and training process as required by the SRCDT.

Design and forward draft to SRCDT for approval of all training programs for new and existing drivers.

Plan and facilitate training for drivers and complete follow-up on progress and evaluation for all groups as required by city policy in the Driver Safety and Compliance Manual as required by the SRCDT.

Provide on-road observation and provide daily assistance to drivers as necessary.

Assist in enforcement of City of Hamilton policies and procedures regarding drivers and compliance.

Review and report on driver abstracts for all new and existing drivers through the MTO Authorized Requester Information Services (ARIS) system on a quarterly basis for all city drivers, and on an as requested basis by user groups for potential new hires or follow-up of existing staff issues.

Track and report on daily City of Hamilton CVOR safety violation rating via MTO ARIS website. Analyze, report, and determine root cause of changes in safety rating. Inform all CoH user groups of safety rating changes, and update tracking spreadsheets, charts, and graphs.

Order and analyze detailed level 2 CVOR reports from MTO to determine the cause of unknown CVOR safety violation rate increases. Use reports to update spreadsheets, charts, and graphs; while being able to predict future CVOR safety violation rate decreases.

Create and maintain driver files as per city and provincial regulations with respect to all aspects of driver training, evaluating, and monitoring.

Work flexible/extended hours on short notice to provide service to user groups with staff on afternoon or night shift.

Track billable hours for all services provided to user groups, prepare and submit invoices for financial chargeback.

Develop and roll out custom programs to meet specific user group requirements to meet changes in MTO regulations.

Other duties as assigned or requested by the SRCDT.

QUALIFICATIONS

1. Post-secondary education in a professional discipline combined with extensive CVOR Compliance, Safety, and Training program experience within a large-scale operation in the fleet,

equipment, or related industry, or an equivalent combination of education and/or relevant experience.

2. Candidate must have at least five consecutive documented years in possession of a "DZ" driver's licence/endorsement to provide training and testing.
3. Certification and/or experience in utilizing adult learning techniques.
4. Snow plow/wing familiarity for training and assessment.
5. Training in WHMIS, Book 7, and Health & Safety.
6. Demonstrated experience delivering driver education for licence classes up to DZ in a similar role within a municipality or similar work environment is required.
7. Must possess Certification as a Driver Trainer/Instructor who is a suitable candidate to become a Signing Authority (SA) for licence classes up to and including DZ.
8. Must possess Certification as a Driver Instructor who is certified to deliver a recognized Driver Improvement Course/PDIC.
9. Superior proven communication skills, both oral and written to deal tactfully with staff, external agencies and the general public.
10. Strong knowledge of Highway Traffic Act, Occupational Health and Safety Act, Hours of Service, and National Safety Code.
11. Superior computer skills with Microsoft Word, Excel, Outlook, and PowerPoint applications. Ability to create complex spreadsheets linking data from multiple spreadsheets to create high quality charts and graphs. Ability to produce professional PowerPoint presentations complete with video and animation.
12. Good organizational abilities including the ability to maintain neat, accurate, and accessible training records in accordance with mandated MTO requirements.
13. Previous, recent certification as a signing authority under the provincial driver certification program is an asset.

Note 1: As a condition of employment the successful applicant will be required to obtain a satisfactory police Information Check, at their own expense, prior to commencing work in this position. This is a requirement to be able to obtain Signing authority from the Ministry of Ontario.

Note 2: Must possess a point-free clear driving record and/or a record found to be satisfactory to the City of Hamilton.

THIS POSITION REQUIRES A VALID CLASS "DZ" DRIVER'S LICENCE TO BE MAINTAINED AND PROOF THEROF IS REQUIRED AT HIRE.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY
POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**
