

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(TRANSPORTATION SERVICES DIVISION – BUSINESS INITIATIVES - LOCATION – Insert Location)**

**SAFETY TRAINING COMPLIANCE OFFICER**

**SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Safety & Program Compliance, the Safety Training Compliance Officer will be responsible to develop, administer, implement, evaluate, and recommend training programs relevant to operational health and safety. They will conduct and evaluate training on specialized light, medium and heavy-duty vehicles and various pieces of equipment used in The Transportation Division and assist in maintaining training records for the provided.

Assisting with the development of procedures and work instructions and providing guidance or instruction regarding the safe use and operation of vehicles, tools and equipment. Ensure trainees meet or exceed all legislated requirements including the Occupational Health and Safety Act and any applicable Regulations, Employee Standards Act, Highway Traffic Act and applicable Corporate Policies and Procedures.

**GENERAL DUTIES**

**Training and Safety Program Functions:**

Lead in the on-going delivery of high-quality training and evaluation for occupational health and safety, tools, and light to heavy equipment for compliance, conformance, and incident prevention.

Train staff are on vehicles, tools, and equipment for their assigned duties ensuring compliance with legislative and corporate requirements.

Prepare and deliver presentations and training lessons in a variety of formats including but not limited to in-person and/or virtual environments using multimedia and practical hands-on formats.

Work the with Senior Project Manager, Safety & Program Compliance and divisional management to ensure training material is current and adapts to changes in the Occupational Health and Safety Act and applicable Regulations, and other pertinent legislation affecting safety and equipment operation.

Manage risks and mitigate losses by pro-actively evaluating training programs and making recommendations for continuous improvement.

Provides input on the development and evolutions of performance standards ensuring identified outcomes are met.

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

Participate in the updating or development of new policies, procedures, and training materials for safety and tools and equipment operation, ensuring operational, technological, or legislative changes are met and preparing reports on training initiatives as required.

Evaluate training design, curriculum, and delivery methodologies; recommends and/or implements changes for greater impact, quality, and effectiveness.

Attends and completes assigned divisional, vendor, specialized equipment and original manufacturer training courses and sessions including train the trainer courses as required.

Assists the Senior Project Manager, Safety & Compliance with developing annual training/work plans.

Participates on committees, work groups, task forces, and special projects, as assigned.

Manages information in accordance with legislation and corporate standards.

Performs other duties, as assigned.

### **QUALIFICATIONS**

1. Successful completion of a post-secondary education in Health and Safety or similar field, combined with related field experience with tools and light to heavy equipment or a combination of education and experience.
2. Certification and/or experience in utilizing adult learning techniques.
3. Training in WHMIS, Ontario Traffic Control Manual Book 7 and Health and Safety Awareness.
4. Demonstrated experience delivering safety training and training on tools and equipment within a municipality or similar work environment is required.
5. Superior proven communication skills, both oral and written to deal with tactfully staff, external agencies and the general public.
6. Strong knowledge of the Occupational Health and Safety Act and applicable Regulations, industry standards and operational requirements.
7. Superior computer skills with Microsoft Word, Excel, Outlook and PowerPoint applications.
8. Demonstrated presentation skills and the ability to create professional effective/informative presentations complete with video and animation.
9. Good organizational abilities including the ability to maintain neat, accurate and accessible training records.
10. Ability to develop Training Need Assessment Plans.
11. Leadership competencies including operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing, and developing talent, establishing, and maintaining trust, displaying self-awareness, and demonstrating resiliency.
12. Knowledge of legislative requirements at all levels of government.
13. Possession of a valid Class "G" driver's license and access to a personal vehicle required, valid Class "D" or "A" license with "Z" endorsement would be an asset.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**