

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
ENERGY, FLEET & FACILITIES MANAGEMENT
LOCATION – 330 WENTWORTH ST. N.

SUPERINTENDENT – REGULATORY COMPLIANCE & DRIVER TRAINING

Summary of Duties

Reporting to the Manager Fleet Services , the Superintendent of Regulatory Compliance & Driver Training will be responsible for the City of Hamilton's Safety, Training and Compliance Section, including all associated programs, staffing and development, training, oversight and compliance of City vehicle, equipment and operators.

Manage the development and delivery of training programs for operators; maintain and improve the City's Commercial Vehicle Operator's Registration (CVOR) rating, create and manage information systems required by the city, and follow up with appropriate resolution in accordance with policies.

Be a leading authority within the Fleet Services Section for driver training deliverables, regulatory issues and for meeting other requirements the section has chosen to meet.

Meet or exceed all Federal, Provincial and City regulations affecting the operation of the fleet as related to compliance and drivers. Improve the technical competence of the Driver Development and Safety Compliance Officers.

Reduce the City's exposure from the risk of fines, compliance orders, or sanctions from regulatory agencies on compliance issues related to the drivers, vehicles and equipment.

Responsibilities

Responsible to continually monitor and manage CVOR compliance, collisions, driver abstracts, licensing, collisions, and manage the human logistic (disciple) experience including driver corrective action and documentation.

Ensure that all Legislated requirements including: Ministry of Transportation, CVOR, Highway Traffic Act and applicable Corporate policies are met.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develop, and deliver quality services in a timely and cost-effective manner.

General Duties (including but not limited to)

Create and maintain driver files as per city and provincial policies/legislation/regulations.

Review and report on provided driver information and abstracts via the MTO Authorized Requester Information Services (ARIS) system on a quarterly basis for existing records, and on an as requested basis by User Groups for potential new hires or follow-up of existing staff issues.

Daily monitoring of the City of Hamilton's CVOR Safety Rating via the MTO ARIS system. Communicate changes to the CVOR Safety Rating to all applicable User Groups, update tracking spreadsheets, charts and graphs.

Order and analyze detailed CVOR Level II Summary Reports from MTO to determine the root cause for any changes to the safety rating. Use reports to update spreadsheets, charts, graphs and forecast future CVOR safety rating score reductions.

Schedule required driver training/evaluations for the Driver Development and Safety Compliance Officers to deliver, as outlined in the Driver Safety & Compliance Manual for new and existing employees. Schedule potential new hire road evaluations for User Groups.

Perform all administrative duties related to the CVOR Committee. Schedule monthly meetings, create agendas, prepare visual materials for the CVOR Committee (collision and CVOR rating statistics), create and distribute meeting minutes. Schedule all mandatory training as required. Create and report on the annual CVOR Safety Action Plans.

Receive, log and track all collision/incident reports submitted.

Perform all administrative duties related to the Collision Review Board (CRB). Schedule meetings, create agenda, send advisory notices to employees involved in collisions/incidents, prepare visual materials for the CRB, prepare and deliver CRB decision notices, create and distribute CRB meeting minutes, ensure all CRB action items are completed by the User Groups.

Track preventable collision/incident statistics for the ordering, preparing and distribution of the annual Safe Driving Awards to the User Groups.

Represent the CRB during all Labour Relations processes (grievances/mediations/arbitrations) as a result of any Driver Safety & Compliance Manual or CRB related grievances.

Receive, track and update changes for all authorized Personal Use of City Vehicles, annually.

Evaluate and report on the section's service and staff performance against internal and external benchmarks. Design and implement strategies to improve effectiveness and efficiency. Set above average standards leading by example.

Create reliable information reports and technical performance measurements. Ensure the reporting mechanism will identify deficiencies and position continual improvement.

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

Implement the tactics described in the Fleet Services Strategic Plan, and become actively involved in the CVOR committee, planning and implementation of required actions.

Communicate a clear understanding of the division's technical and regulatory goals to all stakeholders.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton Corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Post-secondary education in a professional discipline pertinent to the following requirements, 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. Extensive experience applying the Highway Traffic Act, vehicle and equipment regulations, combined with success in managing a Commercial Vehicle Operator's Registration (CVOR) program.

3. Technical expertise and experience related to the Ministry of Transportation Ontario and CVOR compliance, Driver training Systems like the Smith System (or equivalent), National Safety Council Defensive Drivers Course, Professional Driver Improvement Course and Classroom Instructional Techniques.
4. Certification and/or considerable experience in Motor Vehicle Collision Investigation and Collision management.
5. Advanced knowledge of the Occupational Health and Safety Act and Regulations and the Canada Labour Code as it applies to the delivery and management of fleet safety, compliance and associated functions.
6. Previous demonstrated experience designing and implementing CVOR related programs
7. Previous demonstrated experience with an Automatic Vehicle Locating System.
8. Highly developed analytical and planning skills with a proven track record for long-term visioning and big picture thinking.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Extensive experience managing staff, designing, and delivering customer focused programs and services in a unionized environment.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the compliant operation of vehicles and equipment.
13. Working knowledge of computer software applications (Outlook, Word, Excel, PowerPoint).
14. Current certification as a signing authority under the provincial driver certification program is an asset.
15. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

Note: 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.

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