

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●



JOB TITLE: Coordinator, Training & Safety

DEPARTMENT: Transit

POSTING NUMBER: 105531

NUMBER OF POSITIONS: 2

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 40-hour workweek

LOCATION: Hybrid Model – when working onsite, you will report to the location of 130 Sandalwood Parkway.

SALARY GRADE: 5

HIRING SALARY RANGE: \$84,403.00 - \$94,954.00 per annum

MAXIMUM OF SALARY RANGE: \$105,504.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: July 19, 2023

CLOSING DATE: August 9, 2023

AREA OF RESPONSIBILITY:

Reporting to the Supervisor of Training and Safety, this position is accountable for developing, facilitating, and implementing training programs for the City's Transit Operators and employees, so that standards around licensing, customer service, public safety, and quality are met or exceeded.

1. Develop, deliver, and coordinate delivery of training for new and existing Brampton Transit Operators and employees. Ensure that training programs and the training environment meets government and City standards and result in the successful licensing of employees and the safety of the public and staff. Monitor and evaluate policies, procedures, techniques, and equipment and develop standard safe operating procedures (SOPs).
2. Operational excellence. Identify risks or gaps and proactively develop training programs to minimize exposure. Keep updated on best practices through affiliations and research, and recommend changes as required by changing demands in the work environment.

3. Provide customer service through the investigation of public and staff complaints as it relates to employee actions and/or behavior.
4. Ensure documentation related to licensing, driving records, and customer complaints are kept up-to-date and accessible in the appropriate database and according to legislative (MTO) requirements. Provide reports to management as required, including verbal presentations. Provide statistical overviews of safety and training data.
5. Oversee collision & incident investigation investigate all safety concerns, gather evidence, conduct interviews, analyze data, and collaborate with relevant stakeholders. Determine the cause and contributing factors of the collision, providing recommendations to prevent future incidents to enhance transit safety.

SELECTION CRITERIA:

EDUCATION:

- Grade 12 education or equivalent secondary school education as established by the Ontario Ministry of Education

REQUIRED EXPERIENCE:

- 3-5 years experience in a large transportation organization; knowledge of safe vehicle operations
- Previous facilitation experience
- A "CZ" driving licence and have a clean driving record
- Have attained, or be in the process of completing one of the following courses: Motor Vehicle Driver Trainers, Air Brake Endorsement Instructors, Fleet Driver Trainer, Commercial Motor Vehicle Instructor/Trainer Certification, Professional Instructor in Driver Education, Road Facilitator
- The necessary qualifications and prerequisites in order to be eligible for Signing Authority status in accordance with Operational Policies office of the Ministry of Transportation.

OTHER SKILLS AND ASSETS:

- Training experience would be an asset
- Knowledge of adult education principles, technical writing or instructional design an asset
- Excellent presentation, interpersonal, organizational, written and verbal communication skills
- Proficient Computer skills (Microsoft Word, Excel, Powerpoint)

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #105531 by August 9, 2023** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select “prefer not to answer” as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant’s responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.