

# Fleet Safety Efficiency Trainer

## Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

We are currently hiring for the position of Fleet Safety Efficiency Trainer within the Public Works Department. Reporting to the Manager of Fleet Services, the successful candidate will be instrumental in providing fleet safety guidance, assistance, and advice to all levels of municipal staff through developing, implementing, promoting, and auditing safe vehicle and equipment work practices and programs.

## Key duties and responsibilities

- Develop, implement, promote, and evaluate safe vehicle and equipment work practices and programs for city staff across the organization.
- Manage the Corporation's Commercial Vehicle Operator Record (CVOR) including monitoring the safety violation rating and completing the annual renewal process.
- Administer the Corporation's Commercial Motor Vehicle Safety Program and related duties including Driver Qualification files, Hours of Service Records, Vehicle Inspection Reports, and associated training courses.
- Evaluate vehicles/equipment and operators in the field to ensure safe operation and to

prevent damage; provides feedback and recommendations regarding remedial training to management as required.

- Identify training needs and design training programs in cooperation with Fleet Manager
- Provide equipment training to all City staff for Forklift, Truck Mounted Aerial Device, Front End Loader, Mobile Boom Cranes, Winter Control Equipment (single/tandem axle trucks with plow and wing, sidewalk municipal tractors and tractor plows) and other related equipment/vehicles.
- Provide Defensive Driving training for all City drivers of both CVOR and Non-CVOR vehicles.
- Monitor employees' driver licence abstracts to ensure compliance with Ministry of Transportation (MTO) requirements and make recommendations for corrective action.
- Provide fuel efficiency training for all City employees.
- Assist in the development and implementation of corporate policies, procedures and programs related to Fleet.
- Manage the corporation's MTO vehicle collision register and analyze and report collision trends.
- Attend accident investigations as needed and assist in post collision inquiries.
- Perform other related duties as assigned.

## Qualifications and requirements

- A minimum grade 12 diploma or equivalent.
- Considerable training and experience working as a Fleet Driver/Operator Trainer.
- **Must be certified in the following:**
  - Minimum DZ driver's licence with a clean driving record (a current driver's abstract would be required at time of offer)
  - *A valid Defensive Driving (DDC) certificate*
  - *Certified Fleet Driver Trainer, which includes an Air Brake Instructor's certificate*
  - *Train the Trainer Certificate in Forklift and Truck Mounted Aerial Devices or be willing to obtain within a specified timeframe*
  - *Certification for Traffic Protection/Book 7 Train the Trainer or be willing to obtain within a specified timeframe*
- Must be eligible to apply to become a MTO Signing Authority.
- Experience in conducting self-audits based on compliance with MTO requirements.
- Familiarity and experience with adult learning principals and techniques.
- *Experience in vehicle accident investigation.*
- Demonstrated knowledge of the Highway Traffic Act and the Occupational Health & Safety Act.
- Ability to communicate effectively with various levels of staff, management, contractors and the general public.
- Excellent facilitation skills.
- Ability to safely operate most fleet vehicles.
- Ability to write thorough and clear recommendations and reports.
- Ability to work with sensitive and confidential information.
- Able to travel frequently to various work sites.
- Intermediate computer skills in MS Office (e.g. Word, Excel, PowerPoint, Outlook and MS Forms).

## Hours of work

35 hours per week. The primary shifts will be Monday through Friday between 7:00 am to 3:00 pm; however, this position will be required to work 3:00 pm to 11:00 pm as needed for training/operational purposes. On call will be a requirement of this position

## Pay/Salary

Non-Union Grade 5: \$83,938.40 - \$104,923.00 (Under Review)

## How to apply

Qualified applicants are invited to apply using our **online** application system by **Friday, August 15, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.