



**The Corporation of the City of Brantford
Fleet & Transit Services**

Vehicle. & Equipment Operator Trainer

Job ID# 2419

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Fleet, the Vehicle and Equipment Operator Trainer will be responsible for developing, administering, conducting and evaluating the corporate driver training program for all City qualified drivers (including seasonal staff & summer students) in accordance with the Corporate Fleet Policy, and Ministry of Transportation requirements. The incumbent will recommend, implement, promote and audit safe vehicle, equipment and work policies, operating practices, and training programs, and records management to ensure safe and compliant operations of the City's fleet, including light and heavy duty on-road vehicles, snow plows, buses, and related equipment; off-road construction and agricultural vehicles and equipment and related attachments used across the corporation and managed by Fleet Services.

The Vehicle and Equipment Operator Trainer responsibilities and duties include:

- Developing, coordinating, and managing a vehicle & equipment training program
- Coordinating the training, testing, and evaluation of drivers/operators in the use of fleet vehicles and equipment
- Providing progress and performance feedback and recommendations to the employee and/or associated Manager/Supervisor
- Issuing and managing an internal driver/operator licensing system and related policies, including training and testing for licence upgrades and renewals
- Managing the City's Commercial Vehicle Operator Registration (CVOR) jointly with operating departments
- Maintaining a Driver Abstract log on a quarterly basis and maintain relevant databases
- Thoroughly investigating and reporting on all vehicle/equipment accidents and damages, recommending remedial action when required. Actively participates on Corporate Vehicle Accident Review Committee to determine cause, accident preventability, and recommend additional training requirements.
- Managing risks and mitigating losses by pro-actively evaluating training programs and making recommendations for continuous improvement
- Monitoring all staff operating City vehicles to ensure compliance with legislative requirements, such as pre-trip inspections and hours of service documentation are met
- Working closely with Fleet and operating departments to manage the corporate AVL program, monitor driver performance and generate reports/metrics and other data
- Performing other duties as assigned

QUALIFICATIONS

- Minimum two-year Community College Diploma in a related field (for example Business Administration or Civil Engineering Technician) from a recognized Post-Secondary Institution, or demonstrated equivalent experience with understanding and functioning in a structured organization of up to two years, or equivalent.
- Minimum of three (3) years of experience related to driver training, commercial operator/driver, preferably in a municipal environment.
- Must hold current certifications as a Fleet Driver Trainer and Certified Airbrake Instructor under either of the following organizations, Infrastructure Health and Safety Association (IHSA), Ontario Safety League (OSL) or the PRIDE program
- Eligible as a signing authority under the City's recognized authority for the Ontario Ministry of Transportation's Driver Certification Program
- Hold a valid Class CZ license at a minimum (ABZ license an asset) with a clean driver's abstract and criminal record check. Must have held this class of license for a minimum of five (5) years
- Demonstrated experience evaluating, developing, delivering training programs / curriculum. Strong working knowledge of relevant legislation such as but not limited to: Highway Traffic Act, Environmental Protection Act, Health & Safety Act, Technical Standards and Safety Act
- Ability to operate various light/heavy vehicles and equipment for the purpose of training
- Must have excellent communication (oral, writing and listening) and facilitation skills including computer skills for Outlook, Word / Excel / PowerPoint presentation
- Ability to work independently and as a member of a team Ability to work under pressure
- Ability to work with confidential and sensitive information
- Availability to work after core hours and/or weekends when required for training purposes
- Ability and availability to attend accident scenes during and after core hours and/or weekends when required IMS 200
- Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

The following would be considered an asset:

- Hold a valid recognized DDC (Defensive Driving), PDIC (Professional Driver Improvement) Instructors Certificate or equivalent
- Completed Certified Motor Vehicle Accident Investigator
- Completed Certified for Traffic Control/Book 7 Instructor
- Transit & Specialized Transit bus training experience
- Fork lift truck training experience

WAGE/SALARY RANGE: \$43.21 to \$54.01 per hour (based on a 35-hour work week)

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, September 18, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.