



## DRIVER TRAINER, PERMANENT

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**Closing Date:** September 28, 2020 - 4:30 pm

**Department:** Transportation & Operations

**File Number:** SV20-72

**Hours:** Monday to Friday 8:30 a.m. – 4:30 p.m. (overtime as required)

**Salary:** \$65,413 - \$77,872 per annum (Benefits/Pension/Vacation)

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### **PURPOSE AND SCOPE:**

Reporting to the General Manager (TOS), and the Managers of Outdoor and Transit Operations; the Driver Trainer will be responsible for the coordination, implementation and review of corporate operator training, including extensive operator training and testing, onboarding and vehicle and equipment safety programs.

### **EDUCATION/SPECIALIZED TRAINING/SKILLS:**

#### Essential (minimum) Qualifications:

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

#### Asset (preferred) Qualifications:

- 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.

### **WORK EXPERIENCE:**

#### Essential (minimum) Qualifications:

- 3 years' experience in a large transportation organization; knowledge of safe vehicle operations
- Training experience

#### Asset (preferred) Qualifications:

- Knowledge of adult education principles, technical writing or instructional design an asset
- Demonstrated experience using computers and applicable software
- Knowledge of accounting and business practices

Job Description Available Upon Request

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**How to Apply:**

[www.belleville.ca/employment](http://www.belleville.ca/employment)

*Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.*

*The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.*

*Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.*