



## Training Team Lead

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### **DEFINITION**

This class is responsible for the development, delivery and ongoing assessment of training programs for equipment and safety in operational areas including field operations and maintenance, utilizing a variety of learning channels and applications.

Employees in this classification are involved in all aspects of the development and implementation of operational training programs. The role will research, perform needs assessments, and develop curriculum. The role develops and produces training materials, lesson plans, curriculum development and delivery. Delivery of programs happens through in class workshops, worksite demonstrations and other training channels as appropriate for the material. Evaluation and assessment of the programs to determine the effectiveness and appropriateness of the training is conducted on a continuous basis. The Training Team Lead coordinates training and instructional programs through coordinated scheduling to ensure continuity of learning, skill development and effectiveness of training.

### **TYPICAL DUTIES \***

Plans, develops and delivers a wide range of training programs, adhering to the operational area's annual training program budget.

Prepares and analyzes program performance and productivity reports in support of supervisors to assist them in planning forecasts and future resource requirements

Prepares requests for proposals for training and/or educational needs, evaluates contracts and services to ensure deliverables are met.

Develops evaluation and feedback procedures on existing training/educational programs to ensure up-to-date information is being presented and that the objectives are being met.

Conducts environmental scans and researches new training/educational techniques, software, and hardware to benchmark current programs and make recommendations for improvement.

Conducts research on specific training requirements related to new equipment. Evaluates and conducts needs assessments for future training/educational programs to determine if courses need to be altered or added.

Leads, guides, mentors, and evaluates the performance of Instructors and/or support staff in the operational area. Ensures instructors are qualified and are delivering training to City Standards

Instruction delivery methods vary from formal classroom to field settings taking into account the personnel receiving training.



## **Training Team Lead**

Provides oversight on class and field training programs to assure that employees are appropriately trained in the safe and efficient operation of various equipment and practices; Determines when operators are qualified to operate specific pieces of equipment.

May be responsible for adherence to a set budget for all training related expenses.

Prepares and distributes training reference materials including manuals, notes and directives, computer tutorials, etc. and ensures that materials are maintained up to date.

Maintains training records for staff and schedules training courses in conjunction with overall planned training programs; issues course completion certificates and manages related administrative aspects of training programs.

Collaborate with subject matter experts on the development of comprehensive Occupational Health and Safety and Environmental training programs. Training programs are administered in compliance with City policies and Environmental management standards.

Represents the City on a number of safety/accident prevention, accident review, environmental, and related committees and administers training programs resulting from this activity.

Participates in the review and assessment of equipment, materials and methods and provides leadership and training to implement new methods into the working environment. Researches and compiles information in support of the acquisition of new and replacement equipment.

May act as emergency contact in response to accidents, emergency response, police requests, etc.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the equipment, procedures, and associated policies and Bylaws related to the City.

Demonstrated knowledge of the safe operation of heavy automotive vehicles and construction equipment.

Ability to coordinate multiple projects and schedules and respond to unforeseen situations such as weather conditions, equipment breakdowns, environmental spills, etc.

Ability to assign and lead the work of instructors and other roles supporting training programs.

Ability to communicate effectively on matters related to service delivery and to resolve complaints in an expeditious manner.

Demonstrated knowledge of the occupational hazards and safety precautions applicable to the

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Salary Plan	<u>10M</u>	10A	<u>10B</u>	<u>10C</u>
Job Code	1893			
Grade	042			
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work and Environmental Management standards.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City’s policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Skilled in the operation of maintenance vehicles and associated equipment, the use and demonstration of proper lifting techniques and safety procedures.

Demonstrated ability and skill to utilize computer software programs for the development of training programs, reports, records, etc.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of Adult Education courses supplemented by 6 years experience in construction or maintenance work including heavy construction equipment operating experience supplemented by two (2) years experience in the design and delivery of training and one (1) year of leadership or supervisory experience.

Possession of a Standard First Aid Certificate. Completion of Supervisory or Leadership training recognized by the City of Edmonton, to be completed during the first year of employment in the position. Possession of a valid Alberta Class 1 or Class 3 with air brake endorsement (depending on the operational area requirements) motor vehicle operator’s licence and City Driving Permit.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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