

# Job Title: Fleet / Heavy Equipment Trainer

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## Position Overview:

The Fleet / Heavy Equipment Trainer is responsible for delivering high-quality training, testing, and assessments for employees operating vehicles, heavy equipment, and self-propelled machinery. This role ensures operators meet standardized competency requirements while promoting safety, compliance, and professional development. The Trainer will also prepare detailed evaluation reports to support management in decision-making.

## Key Responsibilities:

- **Training Development & Delivery**
  - Design, prepare, and facilitate orientations, training courses, and workshops that meet legislative requirements and enhance operator skills, knowledge, and safety practices.
  - Deliver customized and targeted training programs for new and existing staff to support job performance and career development.
- **Program and Standards Development**
  - Assist in creating and improving training programs to align with operational, safety, and legislative requirements.
  - Maintain a comprehensive training profile for each participant, including progress tracking, certifications, and compliance records.
- **Assessment and Evaluation**
  - Conduct both theoretical and practical assessments to evaluate applicants' eligibility for driver or heavy equipment operator positions.
  - Review, grade, and document training assessments for driving and equipment operations.
- **Specialized Equipment and Driver Training**
  - Develop and deliver training on specialized and standard equipment based on organizational needs and training priorities.

- Facilitate driver training programs, including classroom and in-vehicle instruction, in compliance with the Ministry of Transportation's Driver Certification Program for applicable Ontario licenses
- **Regulatory Compliance**
  - Conduct operator training and assessments in alignment with regulations and guidelines under the Ministry of Colleges and Universities, Ministry of Transportation, Occupational Health & Safety Act, and the Construction Safety Act.
  - Ensure all training meets or exceeds standards set by applicable provincial ministries and industry best practices.

## **Requirements:**

### **Education & Certifications**

- Must have a minimum Grade 12 diploma with up to 1 year of post-secondary education in a related area (Fleet Driver Trainer certification considered an asset).
- Certification in heavy equipment training and Adult Train-the-Trainer.
- Must hold a valid Ontario Class DZ or AZ Driver's Licence (AZ licence preferred).

### **Skills & Competencies**

- Minimum of 5+ years of experience operating heavy equipment, preferably in a municipal environment.
- Competent in and demonstrates strong knowledge of safety standards and legislation, including the Highway Traffic Act, Occupational Health & Safety Act, and related Construction & Industrial Safety Regulations.
- Excellent organizational, interpersonal, presentation, facilitation, and problem-solving skills.
- Proficient in Microsoft Office and other standard training technologies.
- Must have the ability to support and project values compatible with the organization.
- Strong communication skills in English (oral and written).
- Ability to work independently and collaboratively in a team environment.
- Willingness and ability to travel.

Please send your resume and a brief cover letter to [getfleettrainer@gmail.com](mailto:getfleettrainer@gmail.com). Include "Fleet Training Officer " in the subject line.