

Trades Training Coordinator

DEFINITION

Work of this class involves the planning, development, organization and delivery of a wide variety of internal training programs to trades, sub-trades and others involved with the maintenance, repair and overhaul of the City Vehicle fleet. As a specialist in training development and delivery, incumbents ensure that ongoing needs for employee learning are achieved in an effective and efficient manner.

Training programs developed and delivered range from short and simple orientations to complex technical and multi-module, long-term programs with testing assessments of employee learning effectiveness. Incumbents in this class are involved in direct training delivery or coordination of programs by others. Training is conducted in classroom and/or shop settings before groups of adult learners.

Instruction delivery incorporates functions such as lesson research and planning, manual and reference development, visual aids, testing and evaluation instruments, and maintenance of training records.

Employees in this class respond to needs as identified by tradesmen, vehicle technical specialists, engineers, foremen, supervisors, HR consultants, customers, manufacturer representatives, etc.

Incumbents in this class function under the general direction of a supervisor and are evaluated on their overall effectiveness in administering the training program.

TYPICAL DUTIES*

Develops and administers comprehensive internal training programs to meet the needs of the area. Training initiatives are primarily directed towards trades, sub-trades, and associated groups and are specific to technical needs of a large scale transit fleet maintenance environment.

Assesses the effects of training on both individuals and groups and provides training input into staff performance assessments when required.

Identifies training requirements in consultation with trades, technicians, engineers, supervisors and others and devises appropriate delivery strategies including commercial vendors, equipment suppliers, education institutions, etc.

Plans and prioritizes training programs and associated budgets and implements training sessions for staff with minimal shop disruption.

Creates in-house instructional programs where deemed justified, including lesson plans, reference manuals and course materials, visual aids, tests, and course evaluation questionnaires.

Administers training sessions, creating class lists, booking classroom facilities, delivering instructional training to staff, coordinating vendor training contracts, etc. Coordinates training delivery to minimize disruption to fleet maintenance operations.

Evaluates the overall effectiveness of training programs in conjunction with foremen, supervisors, etc. and amends training programs as required.

Trades Training Coordinator

Attends training programs offered by equipment vendors, manufacturers, etc., adapts content to meet local needs and conducts in-house training to staff with the use of provided training materials and aids.

Maintains records of individual employee training exposures, and arranges for corporate or off-site specific training as required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of all aspects of heavy and light civic vehicle maintenance including the involved trades and sub-trades.

Knowledge of training specific activity such as curriculum development, lesson planning, program delivery as assessment, and adult learning theory.

Ability to devise specific training programs that are effective and within budget and to coordinate the administration of programs to minimize disruption to the fleet maintenance program.

Ability to accurately coach and assess the effectiveness of training to individuals or groups and to modify programs to meet changing needs.

Ability to coach and encourage individuals to achieve success in training programs.

Ability to perform heavy work when training in a shop environment.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Certified Alberta Journeyman in the trade of heavy mechanic. Completion of a recognized certificate in adult education. A minimum of 5 years of experience in many aspects of civic fleet maintenance such as mechanics, autobody, welding, and machinist trades. Class 2 Drivers License with airbrake endorsement and eligibility to obtain and hold a City Drivers 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.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1870			

Last Updated:
Previous Updates:
Originated:

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