

Fleet Safety Officer

DEFINITION

This is specialized preventative and corrective safety work involving the inspection of City occupied, owned or controlled premises involving Fleet Safety. This includes training, evaluation and quality control of City and EPCOR fleet and hired equipment and operators.

Work of this class includes presentation of safety courses and/or providing input on course material in all aspects of vehicle and auxiliary equipment safety operation, testing and certification of drivers and hired equipment, accident investigation and operational and new vehicles' safety inspections.

Incumbents are expected to perform assignments with a high degree of independence, referring only unusual matters to a superior. Work is evaluated through a review of reports and records and continuing assessment of program effectiveness.

TYPICAL DUTIES *

Assists in the development of training packages in fleet safety and vehicle operation.

Instructs civic and EPCOR employees in driver safety, equipment operation and vehicle maintenance and safety.

Tests and road tests City and EPCOR drivers for issuance of Alberta Government Motor Vehicle Operator's Licenses.

Maintains records for City of Edmonton Drivers.

Conducts eye tests of employees on the Keystone telebinocular testing equipment and/or Porto Clinic.

Investigates accidents involving City and EPCOR vehicles and drivers.

Analyze accidents involving City and EPCOR equipment or personnel and provide preventative or corrective recommendations to avoid reoccurrence.

Assists in accident investigations, including interviewing drivers and witnesses, examining accident scene and vehicles and moving or arranging the movement of vehicles.

Presents highly detailed factual reports of accidents to the Accident Review Board.

Answers and investigates complaints from the public and drivers.

Conducts safety checks on the new equipment and aids in preparation of training material for driver finalization on new equipment.

Checks drivers and equipment in the hired equipment area.

Conducts site inspections of hired equipment.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of operating features of City and EPCOR fleet and auxiliary equipment.
- Considerable knowledge of local traffic laws and regulations.
- Considerable knowledge of safety and operating procedures.
- Considerable knowledge of City and departmental policies, procedures and regulations.
- Knowledge in the operation of heavy duty and auxiliary equipment.
- Knowledge of job instruction training methods and procedures.
- Knowledge in the operation of the Keystone telebinocular equipment and/or Porto Clinic.
- Considerable knowledge of accident investigation procedures.
- Ability to express ideas orally and in writing.
- Ability to demonstrate proper vehicle operation techniques and methods.
- Ability to qualify as a recognized authority examiner for provincial government motor vehicle operator licensing.
- Ability to establish and maintain effective working relationships.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade and/or formal risk management and insurance training supplemented by considerable safety and training course work preferably in a fleet operations setting and a minimum of five (5) years' trades related experience in a large automotive or construction equipment setting, including a minimum of three (3) years experience in a safety or regulatory enforcement position. Applicants must have a valid class 1 and class 3 Alberta Driver's License with Q endorsement, Level II – Collision Investigation Certification, hold a valid Provincial designation as an instructor in at least one driver training program (DDC/PDIC).

Must have the ability to obtain Level III – Advanced Collision Analysis Certification and meet Provincial requisites to hold other instructor designations as determined.

* *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.*

FLEET_SAFETY_OFFICER_2013.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0549		0550	
Last Updated:	2010-04			
Previous Updates:	1981-05			
Originated:	1976-09			