

Job Information

Job title	Fleet Training and Safety Analyst		Job Code: FTSAN	Pay Grade: M
Title of immediate supervisor	Manager of Fleet Services			
Department/Division	Engineering/Public Works			
Prepared by	D. Staniewski			
Date Created	March 2025	Revised date		

Job Purpose

Reporting to the Manager of Fleet Services the Fleet Training and Safety Analyst is responsible for developing and implementing comprehensive training programs to enhance the skills and knowledge of fleet maintenance and operations staff. The Analyst plays a vital role in ensuring regulatory compliance and works collaboratively with all departments to ensure applicable policies and supporting documents are up to date and to promote continuous improvement related to driver safety and awareness for all sections. The Analyst will plan, track, conduct and oversee initiatives and training activities to ensure the safe, efficient, and compliant operation of all District of Saanich municipal fleet assets.

Duties and Responsibilities

- Collaborates with stakeholders to identify training needs and develop comprehensive operational training programs for staff which includes developing and maintaining fleet related safe work practices related to District of Saanich municipal fleet assets.
- Creates course curriculum training materials, manuals, and documentation to support learning objectives.
- Collaborates with stakeholders on promoting and facilitating defensive driver training and facilitates required driver assessment intervals for initial competency and refresher training.
- Organizes and coordinates training sessions, workshops, and educational events for operations staff.
- Develops and maintains a training schedule to ensure all staff receive necessary training within established timelines.
- Conducts training sessions, either in-person or through virtual platforms, ensuring effective delivery of content and engagement of participants.
- Maintains accurate records of training activities, attendance, and competency assessments.
- Generates reports on training needs, effectiveness, completion rates, and areas for improvement.
- Assists in the review of driver abstracts to ensure operator status remains current and to notify Manager of Fleet Services and appropriate staff of irregularities on driver abstracts.
- Creates and maintains various records such as driver abstracts, motor vehicle incidents and fleet use.
- Reviews and provides recommendations on pertinent Commercial National Safety Code (NSC) requirements to the Manager of Fleet Services and ensures the District is up to date on any changes
- Reviews and provides recommendations on GPS policy and procedures to help drive continuous improvement and track driver performance and irregularities
- Investigates vehicle incidents; reviews accident reports and recommends corrective training or upgrade courses for operators. Escalates findings to Manager of Fleet Services as appropriate.
- Reviews maintenance trends, motor vehicle incidents, and operational concerns. Periodically reviews Pre-trip/Post trips to ensure compliance.
- Develops and implements safety training programs in consultation with OHS to ensure compliance with industry regulations, company policies, and best practices.
- Keeps abreast of changes in regulations and update training materials accordingly.
- Establishes assessment tools to evaluate the effectiveness of training programs.
- Assess operator competence through courses and field assessments and issues verifications of operator competence.

- Fosters open communication to address questions and concerns from operational staff.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent.
- Trades Qualification Certificate and Certificate of Apprenticeship in commercial transport, automotive or heavy-duty mechanics.
- Four years of related experience including apprenticeship experience.
- 2 years of experience of training and instruction in a fleet operational environment
- Canada Safety Council Defensive Driver Instructor Certification or equivalent.
- Train the Trainer certification would be an asset
- Air brake instruction certification would be an asset
- Current and valid Class 3 B.C. Driver's Licence with air brake endorsement in good standing.
- Experience working in a Commercial Vehicle Safety Enforcement (CVSE) organization or equivalent would be an asset
- Experience with electric vehicles and facilitating operational training requirements for fleet maintenance and operations in a Public Works setting would be an asset
- Experience in policy interpretation and providing recommendations to Management would be considered an asset.
- Proven ability to communicate clearly and effectively, both orally and in writing.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina, and coordination to permit performance of work.

Working Conditions

Most work occurs in an office environment. Occasional work in a shop or outside in all weather will be required.