

Position Title:	Equipment Training Coordinator
Hierarchical Dependence:	Health and Safety Director
Functional Dependence:	HS Director & Operations Managers
Location:	Fort St John
Position Summary:	
Reporting to the Health and Safety Director and in close communication with various Operations Managers, the Equipment Training Coordinator is accountable for the development and implementation of PRHP heavy equipment training principles and standard operating procedures in alignment with requirements under the Workers Compensation Act. The Equipment Training Coordinator is responsible for the coordination of a team of equipment assessors and the planning, organization and administration of all aspects of the equipment operator competency program. Working under minimal supervision, the Equipment Training Coordinator will deliver training, develop competent assessors and implement competency programs. The Equipment Training Coordinator will schedule all training and equipment competency requirements to assist management in ensuring that employees are trained and qualified to conduct their assigned job tasks.	
Job Description:	
Responsibilities	
Primary Functions: • Maintain a clear understanding of current regulatory requirements and be able to explain requirements when necessary. • Provide guidance to key stakeholders (i.e.) Superintendents, foreman and competent assessors. • Communicate with operations management to identify equipment training needs • Oversee and coordinate activities of current PRHP Equipment Trainers (Assessors). • Deliver training in both classroom and one-on-one settings to Assessors. • Perform consistent, accurate, and reliable assessments on operators' and assessors' abilities to operate specific equipment in the field, in a safe and competent manner. • Review completed competency documents for completeness and thorough information. • Track information and input into equipment training databases. • Create field training competency forms and records to provide Field Trainer(s) with assessment/planning tools • Train instructors and supervisors in techniques and skills for training employees • Develop trainers to be effective communicators in order to transfer knowledge to new and/or developing operators • Create equipment specific and competency assessment criteria and record forms • Other duties as assigned Prepare and maintain training records to: • Ensure validity of certifications and qualifications; • Confirm relevance to PRHP operations • Provide reference to operations regarding operator qualification and equipment	

check-off

Knowledge, Skills, and Abilities

- 10+ years of relevant industry experience dealing directly with equipment
- Capable of providing guidance and advice in a collaborative manner
- Must possess effective interpersonal, verbal and written communication skills, and the ability to coordinate the efforts of others to accomplish objectives.
- Proven knowledge of mobile equipment safety practices.
- Excellent organizational skills.
- Basic computer literacy, including experience with Outlook, MS Word, Excel, PowerPoint and PDFs.
- Ability to work productively with minimal supervision.

Experience and Qualifications:

- Minimum of ten (10) years of relevant industry experience dealing directly with equipment and equipment training.

To apply for this position, please send your resume and cover letter to labourrelations@prhp.ca with the subject **Equipment Training Coordinator**.