

Job Title: Bilingual Safety Trainer -

Employment Type: Full time

Reports to: Training Manager

Business Unit: IST

Location: Ottawa

Department: Training

Overview/Summary: We are dedicated to serving with integrity and unwavering dedication to safety. As a Safety Trainer, you will be responsible for delivering essential safety training programs, ensuring participants gain valuable skills in a supportive and engaging environment. You will evaluate the impact of courses, identify additional business opportunities, participate in our mentorship programs, promote fiscal responsibility, and maintain professionalism. Safety Trainers will effectively teach a minimum of 10 training programs, assigned through the mentorship program based on past abilities and experiences.

Success in the Role

- Achieve an average participant satisfaction score of 90% or higher in post-training evaluations.
- Ensure 100% completion of course preparation tasks (e.g., confirming details, reviewing materials, ensuring availability of PPE) before each training session.

Key Responsibilities:

Accountable for all aspects of the successful delivery of training courses including, but not limited to:

- **Preparation:**
 - Developing and customizing training programs based on client needs, similar
 - Confirm course details and review client policies and procedures before delivery.
 - Ensuring availability of all course materials and teaching aids, including PPE for participants and yourself, prior to conducting every course

- Arriving prior to your course start time to ensure set up is completed in advance and you are ready to teach at start time
- Shoveling / salting walkways prior to a course being conducted at the IST office, if necessary, using the snow blower to assist in clearing snow
- **Delivery:**
 - Conduct safety training per lesson plans, ensuring participation and understanding in an engaging environment.
 - Identify additional training needs, promote company services, and inform clients of other applicable training.
 - Ensure training facilities are clean after use, especially at the IST office.
- **Administration:**
 - Complete testing and post-testing processing, as well as any additional reports/paperwork promptly.
 - Respond to client inquiries or requests promptly.
 - Inform Sales & Account Managers of new business opportunities.
 - Mentor and coach junior trainers
- **OH&S Legislation:**
 - Maintain current knowledge of Ontario's Health & Safety legislative changes.
- Other tasks as requested

Skills and Qualifications:

Required

- Bilingual French and English, comfortable delivering training sessions in both languages
- Completion of high school plus 2 years specialized training.
- Knowledge of Ontario's Occupational Health and Safety Act and associated Regulations.
- 5+ Years experience in delivering adult training.
- Ability to evaluate and interpret training material and results.
- Valid driver's license
- Excellent communication skills.
- Advanced use of computer technology including Microsoft Word, Excel, and PowerPoint.
- Smartphone with data plan for company business.

Preferred

- Additional certifications in safety training, such as Working at Heights, Mobile Elevated Work Platforms (MEWP), Forklift, and Confined Space Entry
- Preference for candidates with a background in occupational health & safety management or a related field

Work Environment:

- The role primarily involves facilitating education, including delivering presentations for extended periods.
- Occasionally requires lifting or moving objects.
- Exposure to various environments, including client facilities, which may involve working outdoors in different weather conditions.

Travel Requirements: Travel required within Ottawa, ON area, primarily to client sites for training.

Salary Range / Total Compensation:

- 70-80K annually
- Extended Health Benefits

Application Process: To apply for this position, please fill out the application via the attached link on our website: <https://thesafetybus.com/about-us/employment/>

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