



JOB DESCRIPTION

Job Title: Training Coordinator Position Number: 97-03

Incumbent: VACANT Effective Date: February 2025

Status: Permanent Bargaining Unit: X Yes No

Supervisor's Title: Manager, Health & Safety Department: Health & Safety

SUMMARY

Works in a team-based environment and performs a range of Health and Safety Training activities for the Corporation. Works with subject matter experts to develop new Safe Work practices and Safe Job Procedures. Develops training programs and delivery of training related to Safe Work Practices and Safe Job Procedures.

This position will play an important role in onboarding new employees to ensure they have the training needed to ensure they can do their jobs safely and effectively. This includes developing onboarding and training plans for new employees. This position is responsible for ensuring all employees have the training required to meet the core competencies of their positions. The incumbent will also be involved with checking contractors training credentials and delivering YEC specific training to contractors working for YEC.

Responsible for providing support, coaching, guidance and mentoring to managers, supervisors, field employees and contractors. The position supports compliance with and the assurance of health and safety related policies, processes, and procedures. The position will also be responsible for providing support and guidance in the implementation, maintenance, and improvement of the Learning Management System.

In addition to Learning Management System maintenance and improvement tasks, the position has a leading role to play in operationalizing safety culture and practices including, interviewing workers, promoting continual safety performance improvement, conducting training audits, reporting findings and monitoring completion of the identified improvement opportunities.

DESCRIPTION

1. Assists the Manager, Health and Safety to ensure training documentation is current, applicable to the work environments and follows utility standard Health and Safety policies and procedures.
2. Will be responsible for developing and implementing a training plan for new employees to ensure core competencies are met to ensure that the employee is able to conduct their job safely and effectively. The incumbent will also assist in development and implementation of a training tracking plan for new and existing employees and contractors.



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3. Conducts safety orientations for new employees and contractors as required.
4. Takes a lead role in the coordination, development, and maintenance of an effective Training Manual for the Corporation.
5. Monitors adherence to company training program by all employees and contractors.
6. Works closely with the Safety Coordinator and Manager, Health and Safety to identify gaps in Safe Work Practises, Safe Job Procedures, and training.
7. Works closely with Maintenance Planners to develop Safe Work Practises and Safe Job Procedures.
8. Works closely with People and Culture to ensure new employees have a training plan upon onboarding, ensure employees have up to date training records and develop training using the Learning Management System, in person training and other methods.
9. Works closely with Supervisors to develop training programs for each department.
10. Develops Safe Work Procedures, Practices and Programs in compliance with applicable legislation, regulations, codes, utility practices, and corporate requirements.
11. Communicates and provides training for Safe Work Practices, Procedures and Programs and ensures that documentation is readily available for staff and external stakeholders such as contractors.
12. Coordinates documentation for inclusion in reports; works with Manager, Health and Safety to identify and analyze trends.
13. Develops, maintains and updates document control databases on SharePoint, LMS, SALUS etc. Issues, distributes, and updates controlled manuals.
14. Attends Operations department safety meetings and planning meetings to identify and prioritize hazard assessment and training requirements.
15. Demonstrates Yukon Energy values and consistently displays positive safety behaviours.
16. Maintains the confidentiality of all Corporation information. Adheres to all Corporation policies, procedures, and guidelines.
17. Organizes and supports multi-discipline teams in the execution of Safety, and Safety Based infrastructure-based projects.
18. Develops training project plans, including scope, budget, schedule, and project team responsibilities in order to accomplish project objectives.



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19. Responsible for managing training projects, such as scopes, budgets, schedules, expenditures, procurement, accuracy, and quality assurance.
20. Authorize commitments of expenditure on the project and approve payment of invoices.
21. Support the procurement of services with adherence to YEC's procurement policies and procedures.
22. Other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Work requires technical writing, editing and coordination skills acquired through completion of a post-secondary degree, diploma or certificate in occupational health and safety, human resources, organizational development, education, program management or related discipline.
- A minimum of five years' experience in an electrical utility or equivalent environment.
- Ability to influence and collaborate with management, staff, and contractors to achieve improved safety behaviors in a non-confrontational manner
- General knowledge of the fundamentals of health and safety management system structure, implementation, and auditing.
- Support the adoption and use of technology for the tracking and delivery training.
- Must have experience conducting hazard assessments, developing safe work procedures and safe work practices. A working knowledge of Occupational Health and Safety best practices in an electrical utility is an asset.
- A strong understanding of effective blended learning principles and in adult education
- Strong understanding of business processes and tools
- Previous experience in a training and development business process and its ongoing management
- Strong understanding of Learning Management Systems (LMS)
- Ability to receive specific instruction, work independently, and handle a high volume of work with a high attention to detail is essential.
- Knowledge of electric utility operating procedures, concepts and guidelines, and particularly good documentation practices are required. Technical knowledge specific to electrical utility, critical thinking skills, and the assertiveness to question established procedures when necessary.
- Practical knowledge of the Yukon Workers Safety and Compensation (WSCB) Act, Yukon WSCB Regulations, and other electrical utility codes, standards, and industry practices in use at Yukon Energy Corporation.
- Ability to develop and implement safety training curriculum and provide technical expertise as it pertains to the trades employed at YEC.
- Able to deescalate conflict in a professional setting or in the field.
- Excellent editing and writing skills as well as experience in computer applications, particularly the Windows based computer software applications including SharePoint and MSOffice Smartsheet and HS management system software (SALUS) and Learning Management System (ABSORB).
- A valid class 5 driver's license.



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- Valid first aid certificate or the willingness to obtain in the first 3 months of employment.
- Good organizational skills.

WORKING CONDITIONS

Works in an office environment approximately 90% of the time and in plant or substation environments assisting with training development and training gap analysis. Occasional exposure to harsh environments, noise, and odors. When visiting plants or worksites, incumbent will be required to use appropriate personal protective safety equipment.