

## EMPLOYMENT OPPORTUNITY

### Transit Training Coordinator

Permanent Full-Time | External  
Transportation Services  
Competition No.: 2025-1048



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

#### SKILLS & ABILITIES

- Excellent written and verbal communication skills.
- Strong presentation/educational skills, with the ability to adapt and support various learning styles.
- Thorough knowledge of computer systems and intermediate level proficiency with word processing, spreadsheets, database management and presentation software.

#### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2024-1048 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on April 15, 2025.**

*Date Posted: April 1, 2025.*

*A Criminal Record Check including a Vulnerable Sector Check is a condition of employment with the Regional District of Nanaimo.*

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.*

#### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Transit Training Coordinator with the Transportation Services department.

Under the direction of the Superintendent, Transit Development and Instruction, the Transit Training Coordinator contributes to the effective operation of Transportation Services by developing and delivering comprehensive training programs, building operational capacity, and providing administrative support. This position demonstrates leadership characteristics that align with departmental goals and objectives and plays a critical role with new employees by leading the onboarding process and providing instruction on policy, procedures, best practices, and safe work practices.

#### QUALIFICATIONS

Required qualifications include a high school diploma and a certificate in training program development and delivery, plus four years' experience developing, implementing and coordinating training programs as well as experience providing formal instruction and training. Experience working in transit operations is preferred, and an Adult Education Training Certification is deemed an asset. An equivalent combination of training and experience may be considered.

Possession of or the ability to obtain a valid Class 2 BC Drivers License with an Air Brake Endorsement will also be required.

#### POSITION DETAILS

This is a permanent full-time (40 hours per week) Union position. The successful incumbent must be willing to work a dynamic schedule to accommodate operational requirements, including mornings, evenings, and weekends. The (2024) rate of pay is \$38.17 to \$40.18. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401. *Job classification under review.*

# Transit Training Coordinator

## Transportation Services

Pay Band 11

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### Job Summary

Under the direction of the Superintendent, Transit Development and Instruction, the Transit Training Coordinator contributes to the effective operation of Transportation Services by developing and delivering comprehensive training programs, building operational capacity, and providing administrative support. This position demonstrates leadership characteristics that align with departmental goals and objectives. The Transit Training Coordinator plays a critical role with new employees, by leading the onboarding process and providing instruction on policy, procedures, best practices, and safe work practices.

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### Primary Duties and Responsibilities

- Develops instructional materials about safety, policy, customer service, resiliency, tools, equipment, vehicles, driving and operating procedures and provides assistance and guidance to staff.
- Prepares and presents orientation programs for new employees and visitors.
- Prepares training materials for staff, including workbooks, handouts, printed material, and other related instructional tools.
- Prepares visual, written, and verbal presentations for training sessions.
- Administers public outreach programs for youth and adult community groups.
- Collaborates with Transportation Trainers and makes recommendations to the Supervisor on opportunities for training improvements, changes to operational requirements and other relevant updates.
- Maintains Transportation Services employee training records, ensuring compliance with necessary policy or legislation under the Privacy Act.
- Researches, prepares and maintains training resource inventory.
- Assists in the development and maintenance of the department's operation manuals.
- Assists in training program and procedure development.
- Assists the supervisors in conducting driver skills reviews and re-training programs.
- Assists with the training required for return-to-work plans.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties, as required.

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### Job Qualifications

#### Education/Experience

- High School Diploma.
- Certificate in training program development and delivery.
- Four years experience developing, implementing and coordinating training programs.
- Experience working in transit operations is preferred.
- Experience providing formal instruction and training.
- Adult Education Training Certification is deemed to be an asset.
- An equivalent combination of training and experience may be considered.

# Job Description

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- Possession of or ability to obtain a valid Class 2 BC Drivers License with an Air Brake Endorsement.

## **Skills/Abilities**

- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Strong presentation/educational skills, with the ability to adapt and support various learning styles.
- Knowledge of Transportation Services (Conventional and Custom) schedules, route systems, operating procedures and policies.
- Working knowledge of WHMIS regulations and procedures.
- Thorough knowledge of computer systems and intermediate level proficiency with word processing, spreadsheets, database management and presentation software.
- Ability to work independently with limited supervision.
- Ability to maintain high ethical standards, uphold policy, follow directions, and use sound judgment in situations that could adversely impact the image and reputation of the RDN.
- Willingness to work a dynamic schedule to accommodate operational requirements, including mornings, evenings, and weekends.

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## **Reporting Relationship**

Reports to: Superintendent, Transit Development and Instruction