

Training Technician

No. of Positions: 1
Location: Regina, SK
Type of Employment: Full-time, permanent

Do you want to be a part of making a difference in Saskatchewan? Want to join a team of dedicated professionals in a positive workplace where learning and growth, work-life balance, and teamwork are encouraged? If you said yes, please apply for our current Training Technician career opportunity!

ABOUT THE POSITION

This position is responsible for the delivery of instructor-led safety training courses, assisting with reviewing and developing existing or new courses and programs; and providing safety related customer service to the membership and other identified customers to advance SCSA's mission of Constructing Safety Leadership.

The Training Technician role is well suited to a self-motivated individual with a positive and professional demeanor, who is passionate about teaching others in an enthusiastic and engaging manner, and committed to their own learning journey. The ability to utilize technology with ease, adapt to change, collaborate and effectively communicate with others will be key to success in this role.

Possessing an understanding of the construction industry will be a great asset!

Responsibilities:

- Provide accurate and efficient delivery of safety training courses.
 - Prepare to instruct: review course content and learning objectives; develop training plan; assist in development of training schedules; send course information to students prior to class as required; set up classroom.
 - Instruct: teach the course as outlined in the course guide; employ appropriate questioning techniques and other effective instructional strategies; use training aids to enhance learning.
 - Evaluate: performance of trainers going through the trainer certification process and make recommendations for changes to course content; assist with the review of occupational health and safety legislation/regulations and safety standards to identify implications for SCSA courses or programs.
- Administration: maintain a record of class participants; send relevant course documents to Administrative Clerks to ensure accurate and efficient processing of courses; evaluate LSE Proficiencies. Provide superior customer service; conduct follow-up calls with students; answer student questions.
- Provide effective marketing and delivery of programs and services in the classroom setting.
- Perform other related duties as assigned.

Knowledge:

- Adult Education
- Customer Service
- Computer Literacy (Microsoft Office Suite, Zoom video platform)
- Public speaking and facilitation

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Required Competencies:

- Accuracy and consistency in presenting course material
- Effective customer service, interpersonal and communication skills.
- Excellent planning and organizational skills including the ability to prioritize and effectively manage time.
- Ability to work independently, within a team environment and with minimal supervision.
- Ability to assist in research, evaluation, and development of solutions to customer service needs.

Required Education/Certifications & Experience:

- Certificate or diploma in Adult Education.
- Three years of experience in an adult education training environment.
- A suitable combination of education, training, and experience will be considered.

The following qualifications would be considered assets in this role.

- National Construction Safety Officer (NCSO) or National Health and Safety Administrator (NHTSA) designation.
- Experience working in the construction industry.

Conditions of Employment:

- This position will require travel within the province.
- The successful candidate will be required to provide proof of a valid driver's license and provide a driver's abstract.
- An acceptable criminal record check is a condition of employment.

HOW TO APPLY

This position posting will remain open until filled, however, those who are interested are encouraged to apply by **Monday, July 4, 2022**.

To apply, please fill out the [SCSA Employment Application](#) and submit your resume and cover letter to careers@scsaonline.ca.

For all position and application inquiries please contact Camille Flavel, Human Resources Assistant at 306-525-0175 ext. 249 or careers@scsaonline.ca.

Thank you for your interest in this career opportunity, only those selected for the interview process will be contacted.

COMPENSATION INFORMATION:

- \$50,790 - \$76,185 annual salary
- Paid health, dental, and vision benefits premium – includes family coverage
- Contributory RRSP program
- Support for professional development – we want our employees to continue to learn and grow!
- Supported work/life balance including our EDO program - get every other Friday off!
- Paid vacation and sick leave

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- Tenure recognition through our Service Awards Program
- Fun social events like summer BBQ's arranged by our Social Committee
- Annual Employee Conference and Service Awards Night