



RuSafe Inc JOB DESCRIPTION

Original Doc: Nov 30 05

Rev No: 11

Revision Date: Feb 09

Document No:JDoffice

POSITION TITLE: Safety Specialist Trainer
DEPARTMENT: Training
BUSINESS UNIT: RuSafe Inc

Date: Jan 5 2010

SUMMARY

Under the general direction of the Master Trainer, RuSafe Inc, the Safety Specialist Trainer is responsible for the delivery of training programs as outlined by the objectives and outcomes of the RuSafe Inc. curriculum and aiding in the development of new and old programs. RuSafe Inc. is looking for a career minded individual to help the team modify work behaviours in the industry relating to safety at heights. The ideal candidate will be required to work unsupervised and travel extensively within North and South America. The position requires the individual to work safely at heights, as well, in confined space locations.

As the safety specialist trainer you will be required to facilitate participants in a classroom environment as well conduct practical training outcomes for students in various industrial environments both union and non union personnel. The safety specialist trainer must possess the aptitude to learn new training techniques and capable of delivering the programs to a group of students as per the RuSafe Inc. kinetic training approach.

The Safety Specialist trainer is responsible to foster and maintain a classroom in an ideal learning environment during the delivery of safety material. Coordinate training activities with clients both onsite and at training centres. Adapt the training to meet the needs of the participants work locations. Travel to and from locations on weekends and holidays may be a requirement with large amounts of equipment for delivery of training on a Monday.

DUTIES AND RESPONSIBILITIES

1. Study and learn the working at heights regulations of all provinces and OH&S regulations
2. Deliver training programs as required
3. Be at the course location 45 minutes prior to the training course
4. Ensure material at the end of the training session are compiled and handed into the office in a timely fashion.
5. Conduct one undertaking in a professional manner and in a safe manner
6. Capable of working and travelling by oneself
7. Will be required to install vertical and horizontal safety systems
8. Willing to take safety courses to meet the high safety standards for RuSafe trainers



RuSafe Inc JOB DESCRIPTION

Original Doc: Nov 30 05

Rev No: 11

Revision Date: Feb 09

Document No:JDoffice

9. OH&S training would be considered an asset
10. A construction background or work in the oil and gas industry would be an asset
11. Knowledge of safe scaffold erection, confined space entry, rescue training or experience would be considered an asset.

SUMMARY OF QUALIFICATIONS

Education and Experience

12. Minimum of grade 12 with a strong ability in speaking
13. Instructional/construction background or training.
14. Minimum of five years experience in safety or equivalent experience.
15. Training and/or experience in construction industry or scaffolding.
16. Experience working with power point and word.
17. Aptitude to deal with the hassles of travel delays and getting to the training location on time.
18. Have a valid driver licences
19. Must have a valid passport and ability to travel to various countries

Technical Knowledge and Expertise

20. Sound knowledge of current OH&S legislation.
21. Expert knowledge of working at heights in a safe manner;
22. Experience facilitating a lesson plan in a classroom ;
23. Physically capable for the work environment

Competencies

24. Communication: is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.
25. Customer Service: Implies a desire to help or serve others, to meet their needs. It means focusing one's efforts on discovering and meeting the customer or client's needs. "Customers" include internal colleagues, and students.
26. Risk Management: Identifying, assessing and managing risk with an ability to apply correct mitigation methods.
27. Values & Ethics: Creating and supporting the principles and values of the organization.



RuSafe Inc JOB DESCRIPTION

Original Doc: Nov 30 05

Rev No: 11

Revision Date: Feb 09

Document No: JDoffice

28. Valuing Diversity: Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and companies. It applies the ability to work effectively with a wide cross-section of companies representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.
29. Decision Making: Making decisions involving varied levels of risk and ambiguity.
30. Developing Others: Involves a genuine intent to foster the long-term learning or development of others with an appropriate level of need analysis. Its focus is on the developmental intent and the formal role of training.
31. Impact and Influence: An intention to persuade, convince, influence or impress others, in order to get them to go along with or to support the speaker's agenda. It is based on the desire to have a specific impact or effect on others where the person has his or her own agenda, a specific type of impression to make, or a course of action that he or she wants the others to adopt.
32. Innovation: Questioning conventional approaches and responding to challenges with innovative solutions or services, using intuition, experimentation and fresh perspectives. Improves performance by doing new things.
33. Managing Change: Managing and facilitating the process of change and transition while helping others deal with their effects.
34. Networking and Relationship Building: Seeking and maintaining working relationships and/or networks of contacts to further the organization's goals.
35. Organizational Awareness: The ability to understand and learn the power relationships in one's own organization or in other organizations (customers, suppliers, etc). In municipal government this includes the understanding and adherence to the requirements of enabling legislation as well as the understanding of the political process and the roles of elected officials.
36. Teamwork & Cooperation: The intention to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. For this competency to be effective, the intention should be genuine. Teamwork and cooperation may be considered whenever the subject is a member of a group of people functioning as a team.



RuSafe Inc
JOB DESCRIPTION

Original Doc: Nov 30 05
Rev No: 11
Revision Date: Feb 09
Document No:JDoffice

37. Visioning & Strategic Thinking: Developing and inspiring commitment to a vision of success; supporting, promoting and ensuring alignment with organization's vision and values.

WORKING CONDITIONS

38. 40 Hours Per Week, Monday to Friday. Additional hours may be required for travel to and from job locations
39. 75% of the work will be a classroom/ training area environment
40. 25% requirement for installation of systems

SALARY:

TBD

Approved by:
Supervisor:
Date:
Director:
Date: