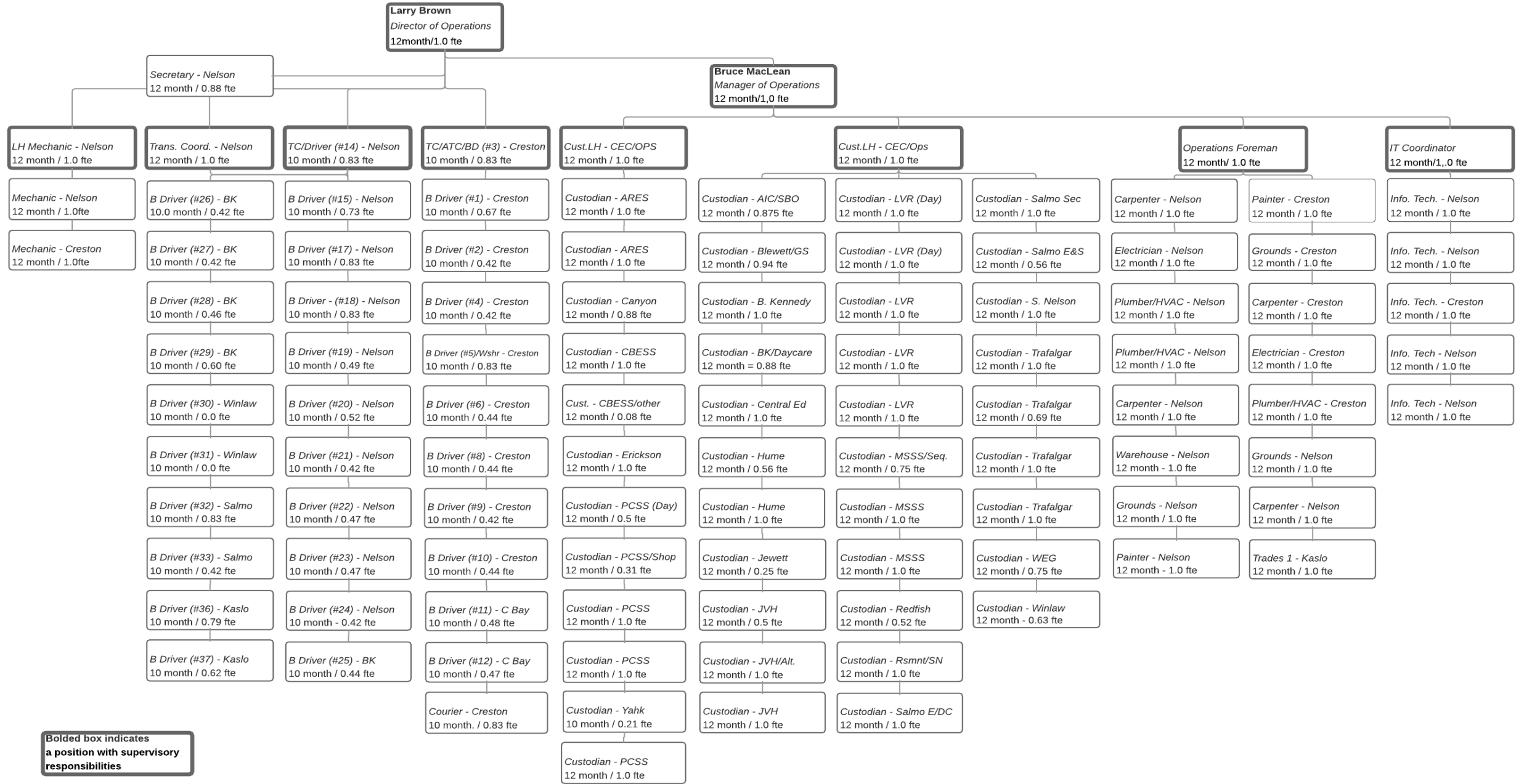


# Budget Stakeholder Engagement Committee

Theme #5  
Capacity Building & Collaboration

Operations Department

March 8, 2016



## Why do we train?

- Training helps the department run better. Trained employees will be better equipped to handle all aspects of their position.
- Training is a recruiting tool. We are more likely to attract and keep good employees if development opportunities are offered.
- Training promotes job satisfaction. Nurturing employees to develop more rounded skill sets will help them contribute to the department.
- Training is a retention tool, instilling loyalty and commitment from good workers. Staff looking for the next challenge will be more likely to stay if you offer ways for them to learn and grow.
- Training adds flexibility and efficiency. You can cross-train employees to be capable in more than one aspect of the business. This will help keep them interested and will be enormously helpful to you when setting schedules or filling in for absences. Cross-training also fosters team spirit, as employees appreciate the challenges faced by co-workers.
- Training is essential for knowledge transfer. It's very important to share knowledge among your staff. If only one person has special skills, you'll have a tough time recouping their knowledge if they suddenly leave the company. Spread knowledge around — it's like diversifying your investments.
- Training gives seasonal workers a reason to return. Let seasonal employees know there are more ways than one to contribute. Instead of hiring someone new, offer them a chance to learn new skills and benefit from their experience.

## **When do we train?**

- To train about a specific job-related topic
- To comply with regulatory requirements
- When a performance indicates improvement is needed
- As part of an overall professional development program
- As part of succession planning to help an employee be eligible for a planned change in role in the organization
- When new processes or changes occur

## **How is training funded?**

- Existing budget(s)
- CUPE Pro-D funds

# Maintenance Trades:

1. Trades qualification to meet job requirements (existing).
2. Specialized training:
  - Ground disturbance,
  - Asbestos,
  - Confined space,
  - Ladders,
  - Alarms (fire and security),
  - Scaffolds,
  - Safety
  - Driver training
  - Load securement
  - Playgrounds
3. Professional development:
  - Ticket upgrades ("A" ticket)
  - Water Systems
  - Septic Systems
  - EFMA Conference
4. Non-indentured apprenticeship

*Operations Foreman*  
12 month/ 1.0 fte

*Carpenter - Nelson*  
12 month / 1.0 fte

*Painter - Creston*  
12 month / 1.0 fte

*Electrician - Nelson*  
12 month / 1.0 fte

*Carpenter - Creston*  
12 month / 1.0 fte

*Plumber/HVAC - Nelson*  
12 month / 1.0 fter

*Electrician - Creston*  
12 month / 1.0 fte

*Plumber/HVAC - Nelson*  
12 month / 1.0 fte

*Plumber/HVAC - Creston*  
12 month / 1.0 fte

*Carpenter - Nelson*  
12 month / 1.0 fte

*Carpenter - Nelson*  
12 month / 1.0 fte

*Painter - Nelson*  
12 month - 1.0 fte

*Trades 1 - Kaslo*  
12 month / 1.0 fte

*Warehouse - Nelson*  
12 month - 1.0 fte

# Grounds

## 1. Qualifications to meet job requirements (existing).

Pesticides

Licence endorsement to tow large trailers

## 2. Specialized training:

Equipment (mowers, tools, chainsaws, etc)

Ground disturbance,

Confined space,

Ladders,

Alarms (fire and security),

Scaffolds,

Safety

Driver training

Load securement

Landscape/grounds maintenance

Irrigation

Fencing

## 3. Professional development:

Playground inspection

EFMA Conference

*Operations Foreman*  
12 month/ 1.0 fte

*Grounds - Nelson*  
12 month / 1.0 fte

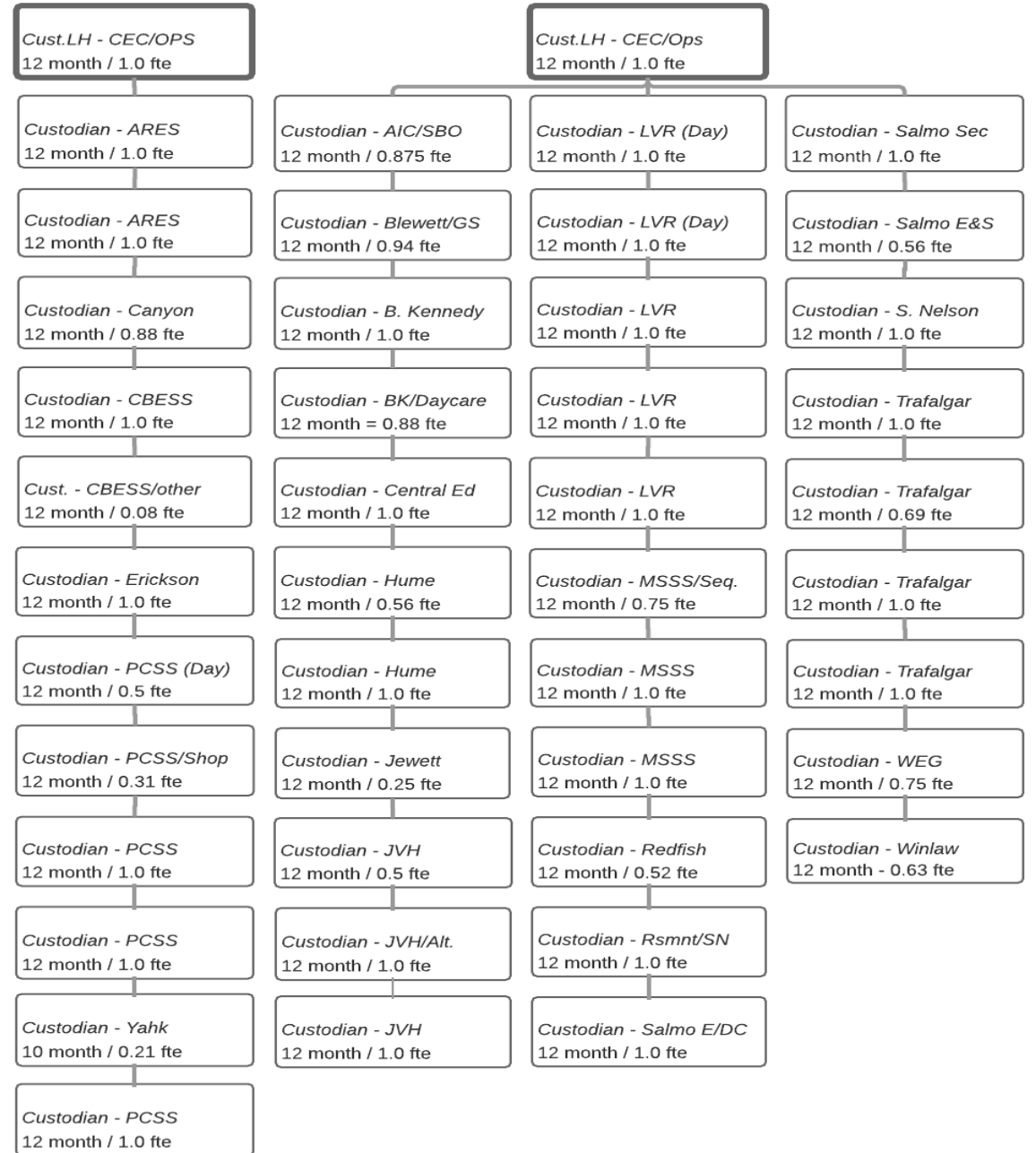
*Grounds - Creston*  
12 month / 1.0 fte

*Grounds - Nelson*  
12 month / 1.0 fte

*Trades 1 - Kaslo*  
12 month / 1.0 fte

# Custodial

1. Qualifications to meet job requirements (existing).  
Building Service Worker (BSW)
2. Specialized training:  
WHMIS  
Ergonomics  
Automated equipment (autoscrubbers, burnishers, carpet extractors etc.)  
Safe work practices (WCB)  
Security protocols (alarms, emergency, etc)
3. Professional development:  
EFMA Conference  
Supervisory training



# Transportation:

## 1. Qualifications to meet job requirements (existing).

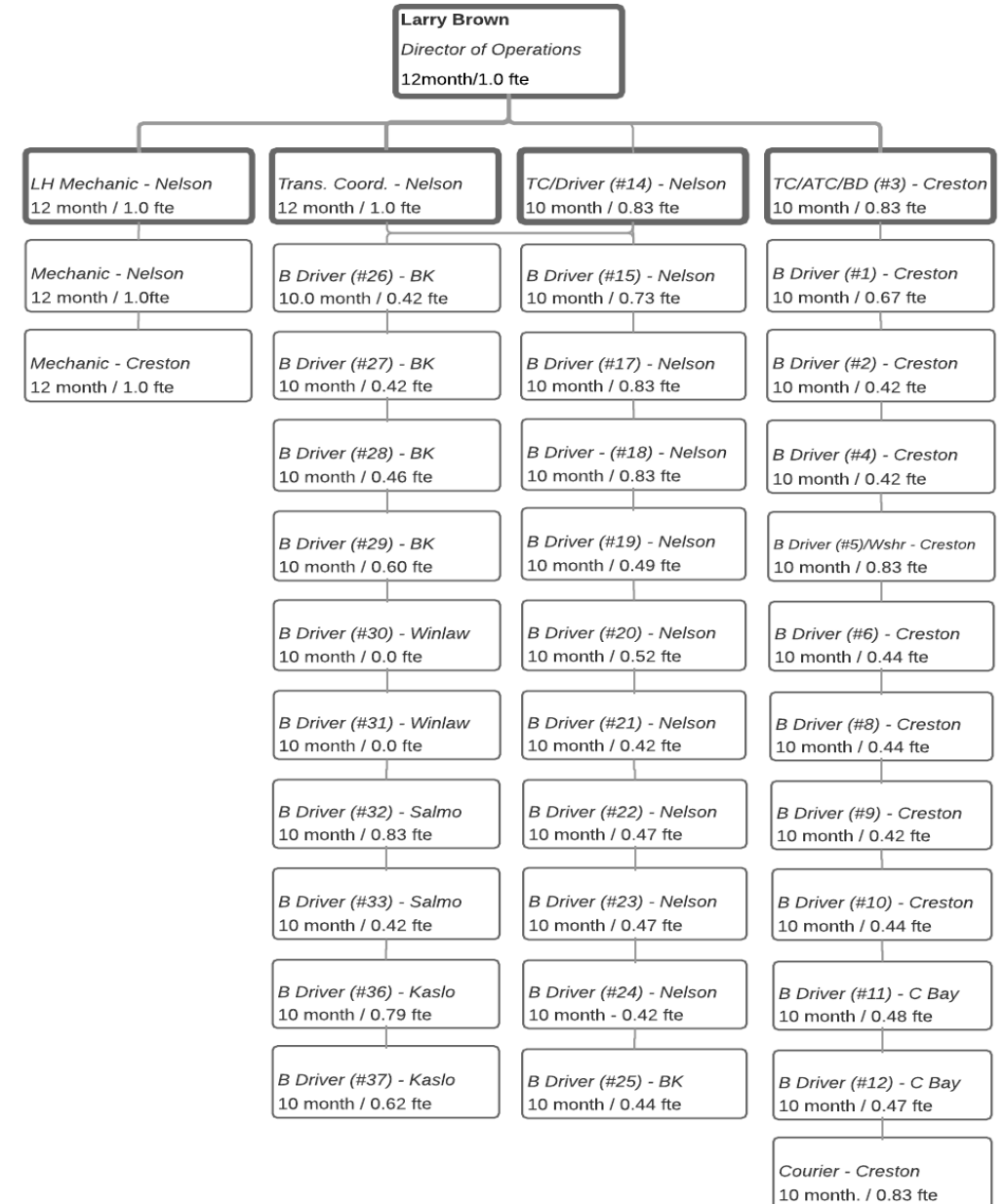
Class 2 minimum  
Clean abstract

## 2. Specialized training:

WHMIS  
 “Drive Smart” driver training  
 Safe Work Practices (WCB)  
 Student management  
 First aid  
 Fire Extinguishers  
 Trans Coordinator “Drive Smart” instructor  
 “Driver Check” – drug and alcohol monitoring program  
 (travel into the USA)

## 3. Professional development:

Association of School Transportation Supervisors of BC  
 (ASTSBC)  
 National Association of Pupil Transportation (NAPT)





# Information Technology

1. Qualifications to meet job requirements (existing).
2. Specialized training:
  - WHMIS
  - Server software (Exchange, Deployment, etc.),
  - Networking,
  - Security,
  - Voip (Shoretel),
  - Wireless (Meraki)
3. Professional development:
  - Microsoft, Cisco, HP certifications,
  - Industry wiring training (i.e. Amp, Fluke),
  - ERAC conference

