



ATAP Training Manager

Full-time Permanent

Location - Saskatoon Office - Saskatoon, SK

About Us

We are an employee-owned, Canadian company that is passionate about building communities that are vibrant, healthy, and resilient and support economic growth. Sustainability is part of every project we undertake, and how we operate our business. Focused locally, we offer uncompromising service to public and private sector clients across Canada.

We are proud to have been recognized as one of Canada's Best Managed Companies for 14 consecutive years and are Platinum Card member. This award recognizes our technical excellence, business performance, innovation, dedication to our staff, and involvement in the community. We have also been a Carbon Neutral Company since 2009 and have active Eco-Action committees in our offices across the country.

We provide a broad base of consulting engineering services in the water, environmental, infrastructure, transportation, building, energy, and asset management sectors. You will be working for ATAP Infrastructure Management Ltd. (ATAP), an affiliated company of Associated Engineering. ATAP provides a broad base of operational services in training, onsite field service, facility upgrade, programming, instrumentation, and circuit rider sectors.

We know it takes dedicated, talented individuals working together to consistently deliver high-quality work and service to our clients. We achieve this by promoting collaboration, investing in our people, and fostering a culture that engages and inspires our people to be their best, maximize their potential, and think creatively while applying best practices. If you have what it takes, we want you to join us!

Job Description

We are currently searching for a **Training Manager** to join our **Saskatoon** office. The successful candidate will lead the Training team within ATAP and be responsible for the scheduling and delivery of water and wastewater technical training and workshops for clients. This includes developing, reviewing and updating curriculum, writing proposal submissions, doing business development, and overseeing staffing under this team. Support of the ATAP Field Services team, assisting with project execution, may be involved depending on the qualifications of the successful candidate. Some travel may be required.

What you will be doing (but not limited to):

Training

- Provide direction and develop strategy to advance the ATAP Training department.
- Curriculum development of water and wastewater training courses.

- Update course materials to OCB industry standards and to meet the training needs of clients.
- Attend Technical Training to maintain Operator Certification (if have Operator Certification).
- Manage ATAP support staff and contractors who are part of the ATAP Training team.
- Compile budget requirements.
- Oversee, create, and submit proposals to bring in new business.
- Bring on new clients and maintain relationships with existing clients for ongoing business development purposes.
- Responsible for training equipment purchasing and upkeep.

Project Execution

- Creation of project documents to ensure effective representation of information.
- Determine client needs and determine and plan best approach for project completion.
- Maintain accuracy, quality, completeness, and schedule adherence.
- Perform in a technical capacity, appropriate to experience level.
- Ensure that work conforms to company/industry established standards.
- May include providing field services.
- Confirm that quality assurance processes have been followed.
- Execute projects consistent with the Project Execution Guidelines.
- May act as a liaison between client and contractor/supplier/regulatory agency.
- Review design drawings from an operator/analytical perspective.

Business Development

- Attendance at conference/tradeshows/seminars to promote company services.
- Liaison with partner organizations for training delivery.
- Coordinate membership with various professional organizations and represent ATAP as required.
- Work with other AE/ATAP offices to grow the market in those locations.
- Monitor opportunities and assist in grant submissions to support client communities.
- Coordinate with Marketing team to ensure ATAP has an active social media presence.
- Onsite visitation of potential clients.
- Update and develop promotional materials.
- Respond to client questions/concerns/operational issues.

Job Requirements

What You Will Bring

- 3+ years relevant experience
- 3+ years experience in proposal and project coordination
- Minimum Class 2 Operator certification in the WT / WD / WWT / WWC disciplines desired
- Excellent organizational skills with a keen attention to detail
- Reliable and able to maintain confidential information
- Committed team player
- Excellent communication skills
- Proficient writing skills for the preparation of proposals, reports, and project correspondence
- Ability to work on tight deadlines
- Outstanding verbal and interpersonal skills to support your communication with project teams, contractors, and clients

- Proficiency in MS Office
- Knowledge of business systems is an asset
- Project management experience is an asset
- Experience working in a technical, contracting, or engineering environment is an asset
- Possess a valid class 5 driver's license
- Willingness and ability to travel as needed

What We Offer

- Flexible working arrangements, including flex time and remote working options
- Competitive salary and benefits, including health coverage, dental coverage, use of our Employee and Family Assistance Program, and company pension program that matches your contributions
- Culture that promotes accessibility and respect, through our company-wide Diversity & Inclusion Committee, WISER Committee, Indigenous Commitment Working Group, Accessibility Task Force, and other initiatives
- Culture that promotes sustainability, through our numerous local Eco-Action Committees, and company-wide Climate Change training
- Ongoing support for your professional development and personal growth through our Mentoring Program, Continuing Professional Development training hours, professional designation support, and Young Professionals Club
- Work environment that focuses on your health, safety, and overall wellness, including our local Wellness Clubs, and annual Fitness Allowance. The safety of our employees is paramount. We are also COR® (Certificate of Recognition) safety certified.
- An active Social Club, Book Club, and other social and networking opportunities (including our biennial company-wide Olympics), Lunch-and-Learns, and community volunteer initiatives

We are confident that you will achieve your career and personal goals at ATAP Infrastructure Management Ltd. Check out our further career opportunities and learn more about us here:

<http://www.atap.ca/>

Submit your application online through <https://www.ae.ca/careers/overview> or send your cover letter and resume to Human Resources at hr-sk@ae.ca