

# SAFETY OFFICER

## 1 Year Term

The Safety Officer assists in the co-ordination, delivery, administration, maintenance, compliance, and assessment of the Safety Management System for all civic employees.

Reporting to the Safety Supervisor, this position is responsible for the performance of the following duties:

- Work directly with employees to provide day-to-day advice, guidance, information, and support by leading in the identification of health and safety risks and providing recommendations and directives to eliminate or mitigate those risks.
- Initiate immediate independent action in response to safety infractions and/or imminent danger situations and recommend corrective actions for same.
- Conduct and/or participate in investigations including but not limited to incidents, non-compliance, dangerous occurrences, work refusals, harassment or as ordered by the Department of Labour Relations and Workplace Safety and recommend remedial or corrective actions for same.
- Deliver new employee orientations and facilitate in-house training of WHMIS, TDG, OHS Level I & II, Fit Testing and Powered Mobile Equipment.
- Participate in, and provide advice, guidance, and act as a resource to multiple Occupational Health & Safety Committees and Safety Representatives and assist same with worksite and workplace inspections.
- Conduct ongoing audits of Safety Management System components including but not limited to; pre/post trip inspections, safe job procedures, field level risk assessments, permits, fall protection work plans, contractor compliance etc.
- Implement, monitor, and maintain the Compliance Improvement Action Plan Program.
- This position will be required to work up to four shifts per month, evenings and/or weekend shifts.

Qualified candidates will have designation as a National Construction Safety Officer or Construction Safety Officer and a one-year Occupational Health and Safety Practitioners Certificate or demonstrated knowledge and experience in municipal and/or construction operations and Safety Management System administration.

Preferred candidates will also possess:

- Three – five (3-5) years progressive experience in related field.
- Valid Class 5 driver's license and personal vehicle available for work purposes.
- Provide and maintain a clear vulnerable sector criminal record check.
- Extensive knowledge of provincial legislation and industry best practices with the ability to interpret and apply same across diverse and unique business units throughout the organization.
- Effective interpersonal, verbal and written communication skills.
- Proficient in computer applications, such as Microsoft Office, Incident Management Software and Safety Data Sheet (SDS) data base.
- Working in environments including but not limited to confined spaces, excavations, heights and exposure to inclement weather conditions.

Salary: \$61,368 to \$76,776 annually

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. January 20, 2021 outlining your credentials and names of work references and indicating Competition #21-02, to:



City of Moose Jaw, Human Resource Services  
Fax: (306) 694-4517 or E-mail: [postings@moosejaw.ca](mailto:postings@moosejaw.ca)