

## HEALTH & SAFETY ADMINISTRATOR

Reporting to the General Manager of Corporate Services, the Health and Safety Administrator is a proactive team player responsible for the overall management of the City of Camrose Safety Management Program.

### **FUNCTIONS/DUTIES (but not limited to):**

- Develop, implement, administer and maintain the City of Camrose Safety Management Program and monitor compliance with all relevant legislation including the development of all policies and procedures applicable to the Health and Safety Program.
- Monitor the Incident Report System. Analyse safety statistics including near misses and all lost time incidents.
- Liaise and manage any active claims with Workers Compensation Board (WCB) and any Return to Work claims.
- Ensure proper documentation processes are set up where necessary such as training, testing and competency of all staff.
- Provide oversight to the retraining/recertification requirements system.
- Develop materials to facilitate the employee orientation process in regards to Health and Safety.
- Audit to ensure Contractor compliance with Occupational Health and Safety Act, (OHSA) Regulation and Code and Alberta Environment standards and guidelines, including hazardous material abatement services for the City.
- Coordinate and implement the required internal and external audits (COR/AMHSA).
- Provides guidance and direction to all areas of the organization with respect to health and safety.
- Lead and train members of the internal Health and Safety Committees as required.
- Work in conjunction with General Manager of Corporate Services in developing short and long term Health & Safety plans.

### **QUALIFICATIONS:**

- Post-secondary certificate/diploma/degree in Occupational Health and Safety.
- Minimum of three (3) years health and safety experience. Previous municipal experience considered an asset.
- Canadian Registered Safety Professional (CRSP) or working towards.
- Demonstrated ability in the creation of a Health and Safety Program through the development of overall structure and applicable policies and procedures.
- Excellent communication skills with the proven ability to work well with individuals at all levels of an organization.
- Knowledge of PIR/COR programs requirements in OHSA, principles and practices involved in training personnel.
- Alberta Class 5 driver's license and valid First Aid/CPR certificate.
- Strong computer skills in Microsoft Suite, particularly Word and Excel.
- Strong organizational and prioritization skills with the ability to manage multiple demands at once.
- Current AMHSA Peer Auditor Status considered an asset.

**HOURS OF WORK:** The hours of work for this position are generally 8:00 a.m. to 4:30 p.m. Monday through Friday.

**ANNUAL SALARY:** The City of Camrose offers competitive salary, attractive benefits and a positive work environment. The starting salary for this position will be established based on qualifications and experience of the successful candidate.

**APPLICATIONS:** Individuals interested in this position are invited to submit a cover letter and resume via e-mail or to the address below. The competition will remain open until the successful candidate has been found. Interviews will be conducted throughout the process. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

### **CONTACT:**

City of Camrose - Attention: General Manager, Corporate Services  
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