

CONTRACTOR AND VOLUNTEER SAFETY SPECIALIST

Position ID: J1024-0127

Job Type: Permanent Part Time

Department: Health, Safety & Security

Number Of Positions: 1

Min Salary: \$39.65/Hour

Max Salary: \$49.56/Hour

Closing Date: Nov 01, 2024

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

We are looking to hire a permanent part time Contractor & Volunteer Safety Specialist who will model and support all health and safety rules, policies, and procedures through education of staff to ensure understanding and compliance.

Responsibilities include:

- Support all staff at the City of Airdrie at all levels including managers, team leaders and front-line workers
- Provide knowledge and support within the Alberta OHS legislation to support contractor qualification and performance management processes and hiring of volunteers.
- Participate in updates, technical procedures and standards to the city contractor and volunteer program
- Support business partners in the implementation, evaluation and updates of the internal

contractor and volunteer safety program

- Provide analysis and recommendations to improve contractor and volunteer safety program
- Perform field observations of contractors and volunteers to ensure compliance within the legislation, requirements and city programs
- Provide direct support to business partners with evaluation of safety risk and recommended mitigations associated with contractor and volunteer scopes of work
- Work closely with the team leader of Health, Safety and Security, Field Safety Officers and operational staff regarding contractor or volunteer safety concerns
- Assist in conducting annual municipal Health and Safety audits, completing documentation review, employee interviews and observational tours with the corporate audit team
- Assist in developing, conducting and reviewing appropriate training/education courses and programs as it relates to volunteers and contractors
- Assist with training involving the contractor and volunteer safety program
- May be required to respond to accidents/incidents and follow-up Hazard Analysis and Control
- Identify potential hazards, conduct and document job hazard analysis and ensure all jobs are carried out in the safest manner possible
- Assist in the investigation of incidents with the goal of helping team leaders identify the root cause and implement immediate corrective actions and ensure follow-up
- Assist with the internal joint workplace health and safety committee

Employee Training:

- Must be able to assist/conduct safety training. Training of staff may include the contractor and/or volunteer orientation

You Bring:

- Post-secondary program in Occupational Health and Safety
- Knowledge of current Alberta Occupational Health and Safety Legislation
- Minimum 5 year of experience in a health and safety role
- Valid Class 5 driver's license
- Previous experience working with contractors and/or volunteers
- Read, analyze, interpret documents such as safety policies and procedures, operating and maintenance procedures
- Ability to evaluate safety concerns
- Certified Health and Safety Auditor is an asset
- Standard First Aid/CPR, WHMIS are preferred
- Proficiency in the use of computer systems
- Public speaking and demonstrated excellent communication skills
- Excellent organizational skills
- Make clear and precise decisions in critical situations (accident sites)
- Ability to effectively present information and respond to questions from groups of employees at all levels and convey this information to others
- High level of confidentiality, tact and diplomacy

Physical Requirements:

- Ability to lift and carry loads up to 50 lbs., climb ladders and steps as high as 60 feet
- At times the employee must sit for long periods of time, balance, stoop, kneel, crouch or crawl
- Ability to work in all-weather conditions

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a permanent part time position (guaranteed 18.75 hours per week) and may include occasional evenings, weekends and managing after-hour emergency calls.

A comprehensive benefits and pension package is included.

While performing the duties of the job, the employee regularly works near moving machinery and may be exposed to fumes, airborne particles and noise levels.

Please provide a cover letter as means of introducing yourself.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.