



HEALTH AND SAFETY COORDINATOR

Temporary Full Time (12 months)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Due to an internal growth opportunity, the City of Coquitlam has an exciting opportunity for a Health and Safety Coordinator to join our Human Resources Team in a temporary full time capacity (approximately 12 months). This position will report to the Health and Safety Manager. In this role, you will have the chance to make a meaningful impact by supporting and contributing to the on-going development, implementation, coordination and administration of the City's Occupational Health and Safety Program by helping to lead and educate employees on workplace safety measures.

This position will play an instrumental role in maintaining workplace safety across our City. From leading safety training, chairing joint health and safety committees, to reviewing injury and incident reports, you will continue to foster Coquitlam's culture of employee safety and well being. This position will also be responsible for reviewing and responding to investigation inquiries and submitting investigations to WorkSafeBC, as well as following up on workplace inspections to ensure compliance. Other responsibilities include conducting ergonomic assessments, assisting with the development of safe work procedures and programs, and other related projects as needed.

Minimum Qualifications:

An undergraduate degree, paired with a diploma in Occupational Health & Safety (preferably from a technical institution) is required, along with a minimum of 1 year of work experience in the field of health and safety.

The successful candidate will possess strong knowledge and have some work experience in all aspects of workplace health and safety and must be able to interpret and provide advice to managers, supervisors and employees in matters pertaining to the application of the *Workers Compensation Act*, Occupational Health and Safety Regulation and any relevant legislations. In addition, our candidate will possess extensive hands-on experience in designing and implementing safety initiatives and delivering safety related training to diverse work groups. Proven experience in conducting risk assessments, audits, and incident investigations is essential.

Our ideal candidate will flourish in a collaborative work setting, possess excellent communication skills (both verbal and written), and strive for excellence when carrying out the functions of this role in a unionized work environment.

Preferred Qualifications:

A Canadian Registered Safety Professional (CRSP) designation will be considered an asset.

What We Offer:

This temporary excluded position has an annual salary range of \$89,964 - \$97,305 and an extensive benefit package including a flex day schedule. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid



work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on LinkedIn to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55pm November 10, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.