



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

HEALTH & SAFETY COORDINATOR

Human Resources – Job # P1316

CLOSING DATE: NOON – MARCH 13, 2025

JOB SUMMARY:

Reporting to the Manager of Labour Relations & Occupational Health and Safety, the Health & Safety Coordinator will administer the City’s safety initiatives and ensure compliance with health and safety regulations. This position provides expertise in assessing risks in the work environment and supports the creation and maintenance of health and safety programs. This position will be the City’s primary representative on sites where work is performed by both City of Moncton employees and/or contractors assigned work by the City.

Teamwork with other Human Resources staff (particularly the Health and Safety Specialist and the Health and Wellness Specialist), department directors, employees, health and safety professionals, government agencies and union executives is key to this position.

Salary range: \$65,000 - \$77,000

This position is eligible for a compressed work schedule (four-day work week).

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city’s reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduation.
- Post-secondary education in a field related to Occupational Health and Safety.
- Canadian Registered Safety Professional designation or eligibility to obtain the designation is preferred.

EXPERIENCE:

- Three (3) years' experience related to employee and workplace safety (hazard recognition, assessment and mitigation, accident investigation, safety rules and regulations and equipment operations) is required.
- Experience in coordinating employee health and Safety programs (or participation in such programs) is preferred.
- Experience in consulting and advising Joint Health & Safety Committees (or active participation in such committees) is preferred.

LANGUAGE:

- English essential. The ability to function in French is an asset.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the Occupational Health and Safety Act, S.N.B. and the administration there of is a requirement.
- Knowledge of applicable safety legislation, regulations and safety standards is required.
- Knowledge of occupational health and safety fundamentals, principles, rights, duties and responsibilities.
- Working knowledge of NB Construction Safety or National Construction Safety Officer Certification
- Working knowledge of Traffic control.
- The incumbent must have strong interpersonal skills with facilitating, coaching, motivating, analytical skills and be highly motivated with respect to implementing change.
- Must have the ability to plan and organize effectively with minimal supervision.
- Must have the ability to work in a team environment.
- Extensive knowledge of Microsoft Office programs, such as Word, Excel, Power Point and Outlook. Knowledge of Windows applications such as Internet/Intranet.

OTHER:

- Must have a valid driver's license.

CONTACT:

- This position has frequent contact with senior managers of the Corporation and employees at all levels in the organization.
- The incumbent must have a high level of tact and persuasion when dealing with people inside and outside the corporation.

SUPERVISION:

- The work requires high mental demand and must be completed with minimal supervision.

CONDITIONS OF WORK:

- The incumbent will occasionally be required to work outside the normal work hours in order to meet scheduled deadlines or emergency situations.
- The working conditions for this position are as outlined in the City of Moncton policy manual for non-scheduled employees.
- The incumbent will be dealing with information of a highly confidential nature.
- It will be necessary to provide guidance and advice in the resolution of problems as they relate to various job functions.
- Must exercise a high degree of initiative, judgment and discretion.