

FIELD SAFETY OFFICER

Position ID: J0425-0075

Job Title: FIELD SAFETY OFFICER

Job Type: Full Time

Department: Health, Safety & Security

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$50.70/Hour

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:

The Field Safety Officer will model and support all health and safety regulations, policies, and procedures through education of staff to ensure understanding and compliance. This position works closely with business partners to ensure that facilities maintain compliance with all permits, applicable laws and regulations. A key responsibility of this position is to act as a subject matter expert, influencing and creating a culture of commitment and personal accountability around safety practices to achieve compliance.

Responsibilities include:

- Act as a subject matter expert to help inform HSE program development, including updating and implementing training presentations, policies, and procedures.
- Responsible for providing safety related support and guidance to all staff from front line to leadership to ensure employees are knowledgeable about HSE expectations to enable them to perform their work safely. Partner with business groups and teams, ensuring that staff are aware of

safety procedures, and how to recognize, control or eliminate hazards in the workplace.

- Responsible for managing, updating and supporting the business with activities related to Safe Work Practices (SWP), safety policies and procedures, and Field Level Hazard Assessments (FLHA).
- Responsible for carrying out field inspections at various worksites and performing audits of the workplace.
- Ensure compliance with legislation related to equipment, machinery, facilities, guards, warning signs, and labels are adequate and in place.
- Responsible for conducting annual municipal Health and Safety audits, including completing documentation reviews, employee interviews and completing observational tours with the corporate audit team.
- Identify, create and facilitate health and safety training and education courses and programs to enhance a safe work environment
- Create, test, and train all staff on facility emergency response and evacuation plans.
- Coordinate and perform safety site inspections, investigations, including responding to and investigating accidents/incidents, near misses and actioning required follow up.
- Provides support and guidance to municipal Joint Worksite Site Health and Safety Committees.
- Provides on-call, after hours assistance for City employees, contractors, and law enforcement.

You Bring:

- Post-secondary education, certificate or diploma in Health and Safety, or a related program
- AMHSA COR Auditor Certification, will be a requirement to obtain and hold for this position
- Professional Certification in one or more of the following or equivalent would be an asset:
 - a. Health and Safety Administrator (HSA)
 - b. National Construction Safety Officer (NSCO)
 - c. Construction Safety Coordinator (CSC)
 - d. Construction Safety Officer (CSO-P)
 - e. Registered Construction Safety Officer (RCSO)
 - f. Gold Seal Certified Construction Safety Coordinator (GSC-CSC)
- First Aid Instructor would be an asset
- WHMIS / TDG Instructor would be an asset
- Psychological Health in the Workplace Certificate would be an asset
- Leadership in Safety Excellence would be an asset
- Mental Health First Aid would be an asset
- Valid Class 5 driver's license is required
- 7+ years or more of Health and Safety experience in a Field Safety Officer, Advisor, coordinator or similar position
- Prior experience facilitating safety orientations and training
- Prior experience creating and updating safety documents and materials
- Comprehensive hands-on experience with safety management processes e.g. safety committees and working groups, hazard assessments, auditing and inspections
- Strong knowledge of the Alberta OHS Act, Regulation and Code and other relevant legislation
- Intermediate to advanced skills in Microsoft office suite
- Comfortable facilitating and presenting information to a variety of groups and stakeholders
- Strong attention to detail and accuracy

- Strong written and verbal communication and interpersonal skills
- Prior experience within a municipal environment would be an asset
- Ability to exercise sound judgement and decision making in difficult sensitive situations
- Ability to interpret documents and legislation
- Ability to establish effective, positive, and collaborative working relationships
- Ability to communicate information in a clear and concise manner, with excellent interpersonal skills
- Strong initiative and the ability to work effectively in a fast-paced environment
- Ability to quickly align with shifting priorities, work assignments and timelines
- Ability to be a positive influence in a team setting
- A growth mindset with a desire to learn
- Willing to accommodate a flexible schedule that may require working outside of regular business hours

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 are appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This is a full time (37.5 hours per week) position and may include occasional evenings, weekends and managing after hour emergency calls. This position has a shared on-call role.

Next Steps:

Candidates are invited to apply online.

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.