

## Junior Safety Advisor (Temporary, Full-Time) - 1600

**Close Date:** April 27, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### Position Overview

At the City of Kamloops, we are committed to maintaining a safe and healthy working environment for all of our employees. We strive to promote best practices in health and safety. We are looking for a Junior Safety Advisor to join our team and contribute to the ongoing development and implementation of safety procedures within our operations.

The ideal candidate will have a passion for safety, a strong attention to detail, and previous administrative experience.

As a Junior Safety Advisor, you will support safety audits, risk assessments, incident investigations, support our joint occupational health and safety committees, and help implement safety training programs for employees. You will work closely with management and frontline workers to foster a culture of safety across the organization. This is a critical role as the incumbent will also be a **designated first aid attendant** for our organization. If this sounds like a good fit for you, apply today!

Make a positive impact on the community. You can feel a sense of pride as you enjoy the lifestyle Kamloops offers because you are part of creating and sustaining it.

At the City of Kamloops, we collectively serve our residents and are guided by our values of Trusting, Health Conscious, Cooperative, Inclusive, Purposeful, and Resilient. Fostering a safe and healthy workplace promotes a positive work culture which leads to providing the community excellent value. Our corporate building blocks are strong collaboration, organizational excellence, pride in service, employee well-being, focused stewardship.

Living in Kamloops means enjoying the best of both urban amenities and outdoor adventure. Known for its stunning landscapes, mild climate, and vibrant arts scene, Kamloops is the perfect city for those who love both nature and culture. Whether you're hiking the nearby hills, exploring the downtown area, or taking advantage of the many local recreational activities, Kamloops offers a quality of life that's hard to beat.

**The successful candidate has the following preferred qualifications. However, an equivalent combination of education and experience will be considered:**

1. Completion of a Certificate in Occupational Health and Safety.
2. One year of previous experience in a safety practitioner's role.
3. Minimum two years of previous office administration experience.
4. Exceptional organizational and time management skills.

5. Excellent verbal and written communication skills.
6. Thorough knowledge of Microsoft Word and Excel, as demonstrated through testing. (70% pass rate required)
7. Local travel is required for this position; must hold a valid BC Class 5 Drivers License or equivalent.
8. Valid Occupational First Aid Level 1 certification, with ability to obtain Level 2 certification after starting in the position.

This is an exempt position with a salary of \$87,861.15 annually. Please note, this is a temporary position until December 31, 2025 or until the return of the incumbent.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A benefit allowance will be provided for this position. This is an exempt management position.

**Salary**

\$87,861.15

**Hours & Days of Work**

Monday to Friday:

8:00 am - 4:00 pm

**Hours per Week**

37.5

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).