

Township of Langley

Job Title:	Health and Safety Advisor
Competition Number:	25-E006
Employment Type:	Regular Full-Time
Pay Rate:	\$54.41 - \$61.20 per hour (four steps, 2024 rates), plus benefits
Hours of Work:	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	April 30, 2025
Competition Closing Date:	May 14, 2025

The Township of Langley is considered one of the fastest growing communities in British Columbia. While balancing our unique mix of urban growth and rural beauty, our community is committed to providing opportunities for business, housing, and recreational facilities, and services. As an employer, we offer competitive salaries, excellent benefit packages, and opportunities for continued professional development and career growth.

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Health and Safety Advisor** to join our team of professionals in the Human Resources Division. Reporting to the Manager, Health and Safety, this Exempt position will be involved managing and implementing Health and Safety Practices for the municipality. This position will appeal to a fast paced, detail-oriented, well-organized, and compassionate individual dedicated to supporting workers through their injury management process.

Responsibilities

- Develop, implement, and continuously improve health and safety programs in line with WorkSafeBC regulations, legislation, and best practices
- Provide guidance to ensure compliance with health and safety requirements
- Conduct risk assessments to identify hazards and recommend preventive or corrective actions using the hierarchy of controls
- Lead or participate in incident investigations, ensuring thorough analysis and follow-up on corrective actions
- Recommend action plans based on audits, inspections, investigations, and safety meetings
- Administer safety programs including confined spaces, first aid, WHMIS, and inspections
- Perform safety audits and inspections to ensure compliance and identify improvement areas
- Track and evaluate the effectiveness of safety programs using data and performance metrics
- Participate in Safety Committee meetings as a subject matter expert and ensure proper documentation
- Share health and safety information with staff and create Safety Talk materials as needed
- Maintain confidential records and manage work-related claims
- Oversee the collection and entry of safety investigation data
- Coordinate workplace health initiatives, including hearing tests and vaccinations
- Liaise with WorkSafeBC on inspections, investigations, and consultations

Qualifications

Your education will include a post-secondary degree or diploma related Health and Safety plus a minimum of three years related experience working in large or complex, unionized settings. An equivalent combination of education, training, and experience will also be considered. Your knowledge and experience include intermediate skills related to the Microsoft Office suite, Human Resources Information Systems (HRIS), WorkSafeBC Online Portal, and other related computer-based programs. The Canadian Registered Safety Professional (CRSP) designation is desirable, or candidates that are actively working towards obtaining it.

Required Certifications/Licenses

- Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.
- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your Personal Driving Record, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License or the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.