

Position ID: J1025-0212

Job Title: HEALTH & SAFETY ADMINISTRATOR - 2 MONTH TERM

Job Type: Term Full Time

Department: Health, Safety & Security

Number Of Positions: 1

Min Salary: \$32.68/Hour

Max Salary: \$40.85/Hour

Job Closing: October 30, 2025

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. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

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 H&S Administrator position provides support to a range of areas related to the daily operations of the HSS (Health, Safety & Security) team. This position works closely with Safety and other teams to support and maintain safety programs and policies. The Administrator is responsible for a variety of tasks including conducting safety training, monitoring email notifications, and supporting our incident management system, assisting with site visits, completing and updating safety related documentation.

Responsibilities include:

- Provide administrative support to the HSS team by monitoring and triaging email notifications and forwarding to appropriate team member(s), updating Safe Work Procedures (SWP), Field Level hazard assessment (FLHA), Hazard Assessment (HA's), Job Demands Analysis (JDA's) and other safety documentation as required.
- Collaborate with and assist FSO with site visits and completion of related documentation.
- Review incidents for completion, follow up on status and then close out all incidents in the incident management system (CorePoint) for both Safety and Security.
- Responsible for delivering and scheduling HSS orientations for new hires and returning employees.
- Responsible for scheduling and facilitating training opportunities throughout the year for Fire extinguisher, WHMIS, Workplace inspections etc. in alignment with legislative requirements.
- Participate in the annual safety audit, acting as a certified HSS Certificate of Recognition(COR) Auditor, conducting audit interviews, documentation review and updating, scheduling of meetings and conducting observational tours.
- Collaborate with the HSS team to create and update learning materials and updating forms and documents.
- Attend meetings with business partners and the HSS team to support HSS initiatives including Joint Worksite health and safety committee(JWSHSC) meetings, emergency response and security meetings.
- Assisting team members with execution of projects including conducting research, managing information, coordinating meetings, creating reports and presentations.
- Assist with providing general administrative support for the team, including processing of invoices and

purchases.

- 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, or currently working towards
- 2 years or more of Health and Safety experience in a similar position
- COR Auditor Certification would be an asset
- Health and Safety Administrator (HSA) would be considered an asset
- 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
- Prior experience facilitating safety orientations and training
- Prior experience creating and updating safety documents and materials
- Knowledge of standard safety procedures such as hazard assessments, incident reporting, investigations, and inspections
- Experience working with safety committees
- Intermediate to advanced skills in Microsoft office suite
- Strong attention to detail and accuracy
- Prior experience within a municipal environment would be an asset
- 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

We Offer:

Competitive compensation and the following benefits:

- EAP (Employee Assistance Program)
- Annual adult Genesis Place pass

We believe connection and culture are the keys to our customer service. We do this through continuous learning, regular team building, and organizational social events so all employees have the knowledge to provide excellence in service to our community.

Additional Information:

This is a full time term position for 2 months, with a possibility of extension (37.5 hours per week).

Next Steps:

Candidates are invited to apply online at [City of Airdrie - Job Opportunities](#). We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

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.