

FIELD SAFETY OFFICER

Position ID: J1125-0217

Job Type: Permanent Part Time

Department: Health, Safety & Security

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$50.70/Hour

Posting Closing Date: December 12, 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 Field Safety Officer will model and support all health and safety regulations, policies, and procedures through education of staff to ensure understanding and compliance. Providing support to both internal and external stakeholders in legislated health and safety requirements is the primary accountability for this position. This position also 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 update, maintain and implement of a health and safety system in alignment with COR standards and legislative requirements. This includes developing and updating educational resources, training presentations, policies and procedures
- Responsible for managing, updating, reviewing and supporting business units with activities related to documentation for Safe Work Practices (SWP), safety policies and procedures, Field Level Hazard Assessments (FLHA) as well as contractor, volunteer and special event documentation for inconsistencies in safety processes
- Coordinate and provide support to business units with worksite safety inspections, incident investigations in CorePoint, including responding to and investigating accidents/incidents, near misses and actioning required follow up

- Responsible for carrying out and performing field visits at city workplaces to ensure compliance within legislation and city programs
- Responsible for providing safety-related support and guidance to all staff from front line to leadership to ensure employees are knowledgeable about HSE expectations, enabling 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
- Ensure compliance with legislation related to equipment, machinery, facilities, guards, warning signs, and labels are adequate and in place for internal business units
- Provides support and guidance to all business units within the organization, including operational, administrative and recreational departments ensuring compliance with OHS legislation is met while addressing their diverse and unique business needs
- Provides support and guidance to municipal Joint Worksite Site Health and Safety Committees
- Provide support with COR Audit as part of the internal audit team
- Provides on-call, after hours assistance for City employees, contractors, and law enforcement
- Work with business units who are hiring contractors, to assist in identification of potential hazards and conduct and document job hazard analysis to mitigate risk as needed
- Review contractor specific documentation as the health and safety subject matter expert and provide feedback within the contractor safety management framework as needed
- Engage with community groups internally and externally ensuring the health and safety of volunteers as needed

You Bring:

- Post-secondary education, certificate or diploma in Occupational Health Safety and Environment, or a related program
- Contractor health and Safety Management (AMHSA), or Contractor Management (ACSA), would be an asset
- 7+ years or more of Health and Safety experience in a Field Safety Officer, Advisor, coordinator or similar position
- AMHSA Health and Safety Municipal Auditor Certification, will be a requirement to obtain and hold for this position.
- Intermediate First Aid – CPR C required
- Valid Class 5 driver's license is required
- Professional certification or designation in one or more of the following or equivalent would be an asset:
 - o Canadian Registered Safety Professional (CRSP), Canadian Registered Safety Technician (CRST), National Construction Safety Officer (NSCO),
- The following qualifications would be considered an asset:
 - o First Aid Instructor, WHMIS / TDG Instructor, Psychological Health in the Workplace Certificate, Leadership in Safety Excellence, Mental Health First Aid, Occupational Hygiene and Safety Technician (OHST)
- Prior experience in Municipal Health and Safety environments is required
- Prior experience managing contractor and volunteer safety at worksites and special events is an asset
- Prior experience working with operational, recreation and administrative environments
- Strong knowledge of the Alberta OHS Act, Regulation and Code and other relevant legislation
- 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
- Intermediate to advanced skills in Microsoft office suite
- Comfortable facilitating and presenting information to a variety of groups and stakeholders
- Strong written and verbal communication and interpersonal skills, with the ability to communicate information in a clear and concise manner
- Ability to be a positive influence in team setting and establish effective, positive, and collaborative working relationships
- Ability to interpret documents and legislation
- Ability to exercise sound judgement and decision making in difficult sensitive situations.
- Excellent organizational skills, attention to detail and accuracy

- Ability to quickly align with shifting priorities, work assignments and timelines and to evaluate safety concerns
- Strong initiative and the ability to work effectively in a fast-paced environment
- 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:

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

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

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

Additional Information:

This is a permanent part time position (guaranteed 18.75 hours per week) and may include occasional evenings, weekends and managing after-hour emergency calls.

A comprehensive benefits and pension package is included.

While performing the duties of the job, the employee regularly works near moving machinery and may be exposed to fumes, airborne particles and noise levels.

Please provide a cover letter as means of introducing yourself.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. 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.

