



VISION:
A city that inspires

MISSION:
Working together to
enhance the quality of
life for all residents

VALUES:
Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence,
Bilingualism

HEALTH AND SAFETY SPECIALIST (PROGRAMS)

HUMAN RESOURCES - Job # P1428

CLOSING DATE: APRIL 1, 2026

JOB SUMMARY:

This position will lead the Health & Safety Program development and maintenance for the City. The position is accountable to ensure that the Program meets both legislative requirements as well as priorities established by the Senior Leadership Team. This position will also be accountable for administration of the Safety Management System (SMS) - a platform for which they will be the Subject Matter Expert (SME) for the organization.

Teamwork and collaboration with key stakeholders across the organization is instrumental to success in this position. The ability to manage complex initiatives involving multiple stakeholders will also be critical to success in this position.

This position reports to the Manager of Labour Relations & Occupational Health & Safety.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- Must have either a Bachelor's degree or a two (2) year Diploma/Certificate in Occupational Health & Safety.
- Canadian Registered Safety Professional designation would be a definite asset.

EXPERIENCE:

- Must have a minimum of five (5) years' experience related to employee and workplace safety (hazard recognition, assessment and mitigation, accident investigation, safety rules and regulations and equipment operations).
- Must have demonstrated experience in developing & maintaining Health and Safety programs.
- Experience in project management.

LANGUAGE:

- English essential. The ability to function in French is an asset.

KNOWLEDGE, SKILLS & QUALIFICATIONS:

- Working knowledge of the Occupational Health and Safety Act, S.N.B. and the administration thereof is a requirement.
- Knowledge of applicable safety legislation, regulations and safety standards is required.
- Knowledge of occupational health and safety fundamentals, principles, rights, duties and responsibilities.
- Working knowledge of NB Construction Safety or National Construction Safety Officer Certification
- The Incumbent must have strong interpersonal & analytical skills.
- Must have the ability to plan and organize effectively with minimal supervision.
- Must have the ability to work in a team environment.

TECHNICAL:

- Intermediate ability using Microsoft Office programs, such as Word, Excel, Power Point, Teams and Outlook is a must.
- Must be knowledgeable of Safety Management Systems.
- Must have and maintain a valid New Brunswick Class 5 driver's license.

- Must be detail-oriented with a strong aptitude for:
 - Creating and editing formal documents that will ultimately be published internally and externally (Programs, directives, Codes of Practice, etc.)
 - Preparing and carrying out formal presentations for various audiences (Senior Leadership, Directors, & employees in the field).

CONTACT:

- This position has daily contact with senior managers of the Corporation and employees at all levels in the organization
- The work requires high mental demand and must be completed with minimal supervision.
- The incumbent must have a high level of tact and persuasion when dealing with people inside and outside the corporation.

CONDITIONS OF WORK:

- The working conditions for this position are as outlined in the City of Moncton policy manual for non-scheduled employees.
- The incumbent will occasionally be required to work outside of normal work hours in order to meet scheduled deadlines or respond to emergency situations.
- The incumbent will be dealing with information of a highly confidential nature.
- It will be necessary to provide guidance and advice in the resolution of problems as they relate to various job functions.
- Must exercise a high degree of initiative, judgment and discretion.
- All employees must comply with Council and Corporate adopted directives and policies. (i.e. Attendance Management, Respectful Workplace and Health and Safety).