

OHS Advisor – City of Cranbrook (Term)

Job Details

JOB LOCATION: On-site, Cranbrook, BC

POSTING TYPE: Exempt

POSITION TYPE: Full-Time, term (12 months or until return of incumbent)

HOURS OF WORK: A compressed schedule of 70 hours over two weeks, with one scheduled day off every pay period. (Average 7.75 hours per day)

THE CITY OF CRANBROOK

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in the East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

The City offers a competitive compensation and benefits package including performance-based salary progression, extended health, dental and vision care, short and long-term disability, Employer matching pension plan, accidental death and dismemberment insurance, life insurance and a \$500/yr. health and wellness benefit.

ANNUAL SALARY \$98,123.54 to \$103,287.94 per year, Exempt Salary Grid Band C4

POSITION OVERVIEW

Reporting to the Director of Human Resources, the Occupational Health & Safety Advisor (“OHS Advisor”) is responsible for developing, implementing, and maintaining various comprehensive OHS programs to ensure the safety, health, and well-being of our employees. This role also collaborates with the broader HR team to address employee/labour relations issues, training and development, and ensures compliance with HR policies/regulations/best practices.

KEY RESPONSIBILITIES

- Develop, implement, maintain, and continuously improve Occupational Health and Safety (OHS) policies, programs, procedures, and initiatives to ensure compliance with applicable legislation, regulations, and organizational standards.
- Monitor, analyze, and report on OHS performance metrics and trends, recommending corrective actions and continuous improvement opportunities.
- Conduct workplace inspections, hazard assessments, risk analyses, and safety audits to identify hazards, mitigate risks, and promote a safe work environment.
- Lead and coordinate investigations of workplace incidents, accidents, injuries, and near-misses, ensuring root causes are identified and effective preventative measures are implemented.
- Provide expert advice, guidance, and support to leaders, supervisors, Joint Health and Safety Committees, and employees on OHS legislation, compliance requirements, safe work practices, and risk management strategies.

- Develop and deliver OHS training programs, safety meetings, awareness campaigns, and educational materials to strengthen organizational safety knowledge and compliance.
- Promote and foster a culture of health, safety, accountability, and continuous improvement through effective communication, engagement, and leadership support.
- Monitor legislative changes, industry best practices, and emerging trends in health and safety, ensuring organizational programs remain current and effective.
- Prepare reports, recommendations, presentations, and statistical analyses related to OHS activities, compliance, incidents, and organizational performance for senior leadership.
- Maintain accurate and confidential records of claims and accommodations.
- Collaborate with the broader HR team on return to work and accommodation matters.

ESSENTIAL QUALIFICATIONS

EDUCATION

- Bachelor's degree in Human Resources, Occupational Health and Safety, or a related field.
- Relevant certifications (e.g., CRSP, CPHR, or CDMP) are preferred.

LICENSES / CERTIFICATES

- Valid Class five (5) Driver's Licence.

EXPERIENCE

- Three (3) to five (5) years of experience in a similar OHS role, preferably in unionized, municipal and/or public sector environments.

SPECIFIC SKILLS

- Strong knowledge of OHS legislation, regulations, and best practices.
- Excellent problem-solving, analytical, and decision-making skills.
- Strong interpersonal and communication skills, with the ability to build relationships and work collaboratively with diverse stakeholders.
- Proficiency in MS Office applications and experience with OHS and HRIS software.
- Ability to handle sensitive information with confidentiality and professionalism.

SPECIAL REQUIREMENTS

- Ability to travel within the City of Cranbrook.
- A satisfactory Police Information Check is required.

CLOSING DATE: Open until filled