Calgary

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Make an impact.

# Safety Auditor

At The City of Calgary, employees thrive, courageous ideas come to life, and public service opens possibilities. If you are motivated by public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join our organization. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and benefits.

We are the organization that serves the third most diverse city in Canada and one of the most livable cities in the world; a workplace committed to Truth and Reconciliation and fostering employee belonging. We welcome applications from qualified individuals of all backgrounds. Accommodation is available during the recruitment process, upon request.

The City is making a transformational cultural shift in how we approach Occupational Health and Safety (OHS). As a Safety Auditor, you will serve as one of the members of our Audit & Risk team, helping to ensure that The City is meeting its safety commitments and regulatory requirements. You will play an essential role in performing safety audits, developing audit processes and tools, and supporting our various business units while fostering a learner mindset. Primary duties include:

- Act as the main contact when performing safety audits and interacting with certifying partners and external auditing contractors.
- Perform internal audits across various business units within the corporation.
- Evaluate, verify and inspect internal policies, programs and procedures to ensure that they comply with legislation, align with applicable best practices, and are practical for operational teams.
- Prepare and communicate audit reports, which may include presentations to management on findings, learning opportunities and recommendations for improvement.
- Develop and execute annual audit plans to support organizational safety priorities.
- Develop audit training for safety staff, external contractors, and business units participating in audits.
- Translate legislation and best practices into practical and workable recommendations for operational teams.
- Work collaboratively with safety professionals and business units to promote continuous improvement and contribute to a safer workplace.

## Qualifications

- A degree in a relevant field such as Occupational Health and Safety, Science, Engineering, Business Administration or a related field and at least 5 years of related experience.
- A valid Class 5 Driver's License (or provincial equivalent) and with no more than 6 demerits, with no current suspensions or charges pending is required.
- Access to a personal vehicle for business use OR ability to obtain a City of Calgary Operator's permit.
- An Occupational Health and Safety Auditor certification will be considered an asset.
- A Canadian Registered Safety Technician (CRST) or a Canadian Registered Safety Professional (CRSP) designation will also be considered an asset.
- Well-developed communication skills with the ability to provide and receive detailed or specialized information and explain specific legislated requirements and audit findings.
- Demonstrated ability to develop clear, concise and effective audit reports with relevant recommendations for improvement.
- The ability to work independently, take initiative, and communicate effectively with team members and other business units and departments.

**Working Conditions:** This position primarily works in an office setting, performs site inspections and may work outdoors. Personal Protective Equipment (PPE) may be required to be worn.

## Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

**Workstyle:** This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

**Position and Pay Information**
**Business Unit:** Occupational Health & Safety
**Union:** CUPE Local 38
**Position Type:** 1 Temporary (up to 22 months)
**Compensation:** Pay Grade 12 $48.54 – 64.88 per hour
**Hours of work:** Standard 35 hour work week
**Days of work:** This position works a 5-day work week with 1 day off in a 3 week cycle.
**Location:** 201 8 Avenue SE
**Audience:** Internal/External
**Apply By:** November 19, 2026
**Job ID:** 315617

**Apply online at www.calgary.ca/careers**