PROTECTIVE SERVICES DEPARTMENT

EMPLOYMENT OPPORTUNITY

Health and Safety Specialist - Permanent Full-time

Reporting to the Director of Protective Services, this position ensures Town of Hay River workplaces are safe and healthy for employees, contractors, and the public.

The Health & Safety Specialist manages the continual improvement of the Health & Safety Management System (HSMS), developing and enhancing system documents to enable continued compliance with health & safety legislation, codes, standards, and best practice.

This position provides all staff with coaching, assistance, and support with HSMS implementation and compliance. It supports workers in hazard identification and risk assessments across municipal operations and works to develop safety leaders throughout the organization and foster a growing culture of safety.

The Health and Safety Specialist schedules, facilitates, and tracks health & safety training as well as manages health & safety records, statistics, and reporting (both internal and regulatory) to ensure sustained compliance and continual improvement.

KNOWLEDGE and SKILLS:

The following knowledge and skills are required for an individual to be able to perform the duties of this position:

Education and Experience:

- Diploma or degree in Occupational Health & Safety or equivalent;
- Minimum of five (5) years of progressive experience in the health & safety field plus a minimum of three (3) years of experience coordinating and supervising occupational health & safety programs.
- Experience with the Certificate of Recognition program (COR) is considered an asset.
- Equivalencies may be considered

Job Knowledge Requirements:

- Working knowledge of-the development, implementation, and maintenance of health & safety management systems.
- Ability to provide expert technical assistance to all levels of staff in the interpretation and application of health & safety legislation, codes, standards, and management systems.

Technical Skills & Abilities:

- Excellent computer skills, including the ability to apply Microsoft programs (Windows, Outlook, Word, Excel, PowerPoint), Internet, and other software applicable to the position.

Interpersonal Skills:

- Excellent written and verbal communication skills and a high attention to detail.
- Strong leadership and coaching abilities.
- Excellent interpersonal skills and the ability to work well in a team environment.
- Strong organizational skills with the ability to meet deadlines.
- Strong instructional, public speaking, and presentation skills.
- Strong problem solving and analytical skills.

Compensation: the range is $37.04 to $48.89 depending on experience. A comprehensive benefits package & use of the Community Centre along with a $500 per month Northern Living Allowance is also included.

- Valid class 5 driver's license

Applicants must include a detailed resume and cover letter, which can be submitted in person or through email (please attach in word format only).

Town of Hay River
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Open until filled