

Occupational Health and Safety Specialist

Human Resources

Competition number: 073-2021-EXT-HRS**Closing date: 03/10/2021****Job type:** Temporary Full-time**Department:** Human Resources**Pay range:** \$36.35 to \$45.45 per hour (\$66,157 to \$82,719 per year)**Hours:** 35 hours per week

This posting is for 2 temporary, full-time positions until December 31, 2022, with the possibility of an extension

Do you enjoy looking for ways to improve safety in the workplace? Do you have the knowledge and skills to assist departments, each specializing in their fields, implement the County's occupational health and safety program? If so, come join the Corporate Occupational Health and Safety Team as an OHS Specialist!

Reporting to the Manager, Occupational Health and Safety, you will be analyzing and supporting the development of tools to supplement the County OHS Manual and programs. You will also support the Corporate OHS training project delivery and the building of the transition plan for the OHS program into sustainment.

Responsibilities

- Under the supervision of the Senior OHS Advisor, this position supports their assigned departments to create and maintain a positive safety culture
- Provide recommendations and expert advice to support continuous improvement of the County OHS program by contributing to the development and review of program elements and standards and identifying areas where new topics need to be assessed
- Provide advice and guidance to management, supervisors, and staff in the completion of formal hazard assessments
- Provide advice and guidance to management, supervisors, and staff conducting facility and worksite inspections by participating in regular site visits to observe work conditions and worker behaviours with the intent of identifying uncontrolled hazards, evaluate the effectiveness of existing controls, and provide advice to reduce risk
- Actively participate in the annual evaluation of the County's occupational health and safety management system (OHSMS) through auditing using the AMHSA Certificate of Recognition protocol and supporting the implementation of specific action items for continuous improvement based on the results
- Support Corporate OHS initiatives and team by performing other project responsibilities and related administrative tasks
- Analyze, develop, implement and maintain written processes to supplement the OHS Program Manual requirements
- Support the development and delivery of Corporate OHS training
- Support the sustainment of the OHS Program across the organization

Skills and Abilities

- Strong communication (both oral and written), interpersonal, relationship building, and facilitation skills
- Proficient in Microsoft Office and other computer programs
- Excellent prioritization and time management skills along with the ability to work independently and as part of a team
- Strong analytical, research, and project management skills

- Ability to problem solve; negotiate, facilitate, interpret and implement initiatives or programs
- Highly self-driven and can function effectively with little or no supervision

Qualifications

- Post-secondary degree with one-year recent professional-level experience implementing occupational health and safety practices; or post-secondary diploma in occupational health and safety, environmental science, or occupational hygiene from a recognized academic institution, or related field, and 2 years of recent professional-level experience implementing occupational health and safety practices
- Canadian Registered Safety Professional (CRSP) or Canadian Registered Safety Technician (CRST) designation or in the process of obtaining one
- Demonstrated knowledge of the Alberta OHS Act, Regulations and Code, and the Certificate of Recognition (COR) Program requirements
- Experience with, or certification within, the Incident Command System is an asset
- Previous experience working in the public sector is an asset

Conditions of Employment

- Valid Alberta Class 5 Driver's Licence

Equivalencies of education and experience may be considered. In addition to providing a dynamic working environment, we offer a competitive salary and benefits package.

Shortlisted candidates will be required to provide proof of educational and professional credentials as noted in the resume.

To apply, go to:

<https://www.strathcona.ca/council-county/careers/opportunity/073-2021-ext-hrs/>

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Competition #073-2021-EXT-HRS closes March 10, 2021

Thank you for your interest in Strathcona County. We only contact candidates selected for interviews.

Candidates are encouraged to submit a cover letter along with their resumes.
