



## Town of Beaumont Health and Safety Specialist

The health and safety of our employees is of the utmost importance to the Town of Beaumont. We're looking to recruit a passionate and knowledgeable Health and Safety Specialist that will be the safety ambassador and champion the municipality's safety program.

Reporting to the Director, Human Resources, this position will be responsible for the development and implementation of organization-wide safety initiatives, and is responsible for the maintenance of a comprehensive Health and Safety program, along with the Emergency Management Program.

### Key areas of responsibility include:

- Lead health and safety initiatives, occupational health and safety policies, procedures and programs, consistent with all provincial and municipal legislation
- Develop and direct the Town's Emergency Management Program and participate as an active member of the Town's Municipal Emergency Management Team
- Provide expert advice, guidance and consultation on all areas within health and safety, such as workplace incident reporting, critical injury investigations, inspections, and return to work practices
- Lead the Joint Health and Safety Committee
- Manage the [Certificate of Recognition \(COR\)](#) audit process
- Carry out safety inspections and internal audits and report to management with suggestions
- Ensure preventative measures, administrative controls and personal protective equipment are implemented and used
- Investigate and report accidents and near misses, record keeping of all safety events, training and drills

### As the ideal candidate, you have the following:

- Post-secondary degree or diploma in a related field to Occupational Health and Safety which may include a Certified Health and Safety Advisor Certificate, or Certified Peer Auditor, or Alberta Occupational Health and Safety Certificate
- Hold (or working towards) a Canadian Registered Safety Professional Designation
- 5 years' experience working in a senior role directly related to Occupational Health and Safety
- Experience in the development and delivery of Health and Safety training
- Experience assessing compliance, ensuring action plans and guidelines align with health and safety legislation, policies, programs and procedures
- Proficient Microsoft Office Suite user
- Sound knowledge of applicable legislation
- The ability to communicate effectively and resolve conflict with all levels of the organization, with internal and external stakeholders and consultants
- Excellent organizational skills in order to manage multiple projects and competing priorities
- The ability to exercise discretion, judgement and work independently while demonstrating a high degree of initiative
- Experience with municipal finance and the budgeting process is considered an asset

An equivalent combination of education and experience may be considered

The salary range for this permanent full-time position is \$76,331 - \$99,594 (starting salary is negotiable within this range based on suitable experience and qualifications). **Please email your cover letter and resume no later than April 15, 2018 to: [careers@beaumont.ab.ca](mailto:careers@beaumont.ab.ca)**

We thank all applicants for their interest. Only those selected for an interview will be contacted.