



JOB DESCRIPTION

Safety Coordinator and Risk Management Officer

POSITION TITLE:	SAFETY COORDINATOR AND RISK MANAGEMENT OFFICER
REPORTS TO:	PUBLIC WORKS ASSISTANT SUPERINTENDENT AND PUBLIC WORKS SUPERINTENDENT
DATE:	MARCH 31,2008

POSITION SUMMARY

This half time permanent position is primarily responsible for providing assistance to the Public Works Assistant Superintendent and the Public Works Superintendent in the professional, administrative and technical leadership and support for all aspects of Municipal safety, accident investigation, injury prevention, insurance claims, risk management and occupational health & safety.

Job Requirements

1. Leads the development of corporate safety, employee safety policies and Risk Management with the Joint Health & Safety Committee.
2. Assist with the monitoring of legislation and safety policies to ensure compliance with all applicable provincial and federal legislation.
3. Assist with the monitoring of safe working practices, including regular site inspections at Municipally owned facilities and worksites.
4. Clerical duties pertaining to Safety & Risk Management include recording and preparing documentation of employee safety reporting to ensure all required documentation is maintained (i.e. Hazard assessments, Toolbox Meetings Forms, Safe Work Procedures, Safety Forms, Safety Manuals, Emergency Response Manual, Emergency Phone Number listings).
5. Maintenance of Safety & Risk Management Filing System.
6. Scheduling of training as required and maintenance of employees' training list.
7. Scheduling of hearing tests, first aid courses and safety related courses for employees.
8. Provide follow up on the Joint Health & Safety Committee.
9. Demonstrate accuracy and thoroughness; complete tasks correctly and in a timely manner.

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Job Requirements – cont'd

10. Answering incoming phone call, inquiries or transferring calls to appropriate persons.
11. Must be able to maintain confidentiality on all matters of the Municipality.
12. Ability to receive oral or written instructions from Supervisors and perform tasks in a timely manner with a minimum of supervision.
13. Must possess an adequate ability to recognize and correct relevant problems as required and exhibit sound and accurate judgment.
14. Other duties as assigned by the Supervisor.

Job Qualifications

1. Successful completion of Grade 12, supplemented by a post-secondary education in Health & Safety or equivalent experience.
2. Required (3) years related experience.
3. At least four years administrative support experience in business or government.
4. Hold the Alberta Municipal Health & Safety Association (AMHSA) certified peer auditor or the ability to obtain this certification.
5. Familiarity with computer based programs such as Microsoft Office, Spreadsheet, etc.
6. Valid First Aid/CPR and/or other in-house safety and risk training courses or the ability to obtain.
7. Must have valid class five Alberta Driver's license and acceptable Alberta Driver's abstract.
8. A combination of education and experience may be considered.

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Personal Attributes

1. The Safety Coordinator and Risk Management Officer shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. The Safety Coordinator and Risk Management Officer shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. The Safety Coordinator and Risk Management Officer shall possess excellent interpersonal skills and will demonstrate these skills in dealing with the public daily.
4. The Safety Coordinator and Risk Management Officer must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.
5. The Safety Coordinator and Risk Management Officer shall display an ability to follow instructions from his/her supervisors.