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Community



Integrity



Respect



Innovation



Passion

## Safety Coordinator – Human Resources

Temporary Full Time: ASAP – December 31, 2021 with possible extensions

Competition 2020-180

*As the third largest City in British Columbia, the City of Burnaby is committed to creating and sustaining the best quality of life for our entire community. As a City, we provide facilities and services that support a safe, connected, inclusive, healthy and dynamic community. With this in mind, comes great responsibility – we seek likeminded individuals who are passionate about the community, work with integrity and respect, and are innovative when it comes to the work and services Burnaby provides to our citizens.*

Reporting to the Occupational Health and Safety Manager, this role provides support with City wide safety initiatives and ultimately offers an exciting opportunity to make a lasting difference. This position will be responsible to ensure that current initiatives, such as the COR Safety program, are fulfilled.

The ideal candidate will have a strong interest in project management and will help develop, communicate, document, implement and review other new initiatives related to the COR safety program. This position will also become an active participant in various Joint Occupational Health and Safety Committees and will assist the manager to identify, review and recommend improvements to health and safety programs and policies. Strong knowledge and understanding of all aspects of WorkSafeBC is a must!

Our position requires a high energy individual who can take initiative and deliver excellent service to City staff while building effective relationships. The ability to multitask high volumes of work is essential along with outstanding communication skills. Experience working with all levels of an organization as well as external agencies is desired.

A diploma in Occupational Health and Safety or related post-secondary diploma and experience in a unionized environment are required. Strong Word, Excel and speed typing skills are also needed to assist with the documentation of various initiatives. A valid Class 5 BC Driver's licence and an OFA Level 2 (or ability to obtain the certification) are needed.

If you thrive in fast paced work environments, are keen to join a highly motivated group of Human Resources professionals, then this is the job for you!

Please apply online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers).

The closing date for this competition is **November 23, 2020** with first consideration given to applications received by Friday November 6, 2020.

*Copies of relevant professional certificates or degrees will be required at the time of the interview. We thank all candidates for applying, but only those short listed will be contacted. Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online.*

Reference: # 50008820

