

Job Title: OHS Superintendent; Occupational Safety Specialist

Requisition ID: 36148

Company

Located on the traditional, ancestral and unceded lands of the x̱w̱m̱əθḵw̱əy̱əm (Musqueam), Sḵw̱x̱w̱ú7mesh (Squamish), and səliłwətał (Tseil-Waututh), Vancouver has a commitment to becoming a City of Reconciliation. Vancouver consistently ranks as one of the world's most liveable cities and is working towards being the greenest city in the world. Named among Canada's Top 100 Employers, BC's Top Employers, and Canada's Greenest Employers, the City of Vancouver seeks colleagues who can help shape and embody our core commitments to sustainability, decolonization, equity and outstanding quality of life for all residents.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Main Purpose and Function

We have two exciting opportunities on the City's safety teams! An OHS Superintendent within Engineering Services and an Occupational Safety Specialist within the City Safety Team.

Each position reports into a respective departmental Safety Manager, and will be responsible for ensuring compliance with OHS Regulations and applicable standards, City Policies and Programs and procedures relating to OHS.

Working within their assigned portfolio, with staff and City OHS peers, the incumbent is responsible for the planning, implementing, monitoring and review of Occupational Health and Safety, and is a key driver of continuous improvement. The incumbent provides safety leadership direction, and promotes a culture of psychological and physical safety commitment at the City of Vancouver.

This position requires interaction with a diverse group of people including; employees, managers, supervisors, union staff, WorkSafeBC, BC Municipal Safety Association, vendors and other internal and external stakeholders.

Specific Duties and Responsibilities

- Implement and monitor compliance with new or existing corporate or departmental safety and health programs
- Lead the Branch in OHS regulatory compliance through ongoing review (audits, inspections)
- Provide recommendations at the departmental or corporate level to improve programs.
- Keeping up with the best practices and legislative changes.
- Conduct or monitor completion of audits and inspections as required.
- Monitor and correct performance, relating to OHS, of superintendents, supervisors and unionized staff liaising with the Branch Manager. This may include progressive discipline.
- When deemed necessary, halt all work being performed until a safety issue is resolved.

- Monitoring environmental quality factors such as air/noise/heat.
- Manage any Refusals of Unsafe Work per the BC OHS Regulation and corporate procedures.
- Assess needs, coordinate and provide safety related training for all Branch staff, liaising with Departmental Safety Coordinator.
- Assess needs, and coordinate delivery of health programs such as hearing testing, vaccinations
- Conduct occupational hygiene sampling, author reports with recommendations for corrective actions.
- Assist in the procurement of and manage, when required, occupational safety or hygiene, ergonomists contractors/consultants.
- Coordinate, deliver or monitor orientations for new or transferred staff and/or contractors and consultants, as needed.
- Identify the need for and lead hazard identification or update risk assessments.
- Facilitate the administration of City programs, such as Confined Spaces, WHMIS and incident investigations
- Identify the need for new Standard Operating Procedures (SOPs), write and/or update SOPs
- Analyze and produce statistics and metrics related to OHS as prescribed.
- Ensure compliance with first aid requirements for the workgroup.
- Monitor collection of information and entry of investigations.
- Promote the Stay at Work and Return to Work processes within supported workgroups
- Lead or manage incident investigations and ensure corrective actions are completed.
- Emergency scene management for work related incidents.
- Participate in Safety Committee Meetings, working closely with unionized representatives, ensure meetings occur and are documented as required.
- Identify, assess and address OHS issues as they are raised with management team, staff and safety committees.
- Develop and complete action plans relating to findings and corrective actions in inspections, audits, safety committee meetings, management meetings and investigations.
- Disseminate OHS information to Managers, Superintendents, Supervisors and staff: develop Safety Talk materials as needed.
- Hire and manage permanent and temporary staff, where applicable.
- Liaise with WSBC staff on return to work, inspections, incident investigations and consultation.
- Other duties/responsibilities as assigned

Qualifications

Education and Experience:

- Degree or Diploma, or Certificate in Occupational Health and Safety with relevant experience
- Professional designation (CRSP, ROH or CIH) is preferred.
- A minimum of 3 years of experience leading operations focused teams in OHS, including planning, implementing and managing health and safety systems.
- Experience working in the public sector operations or a unionized environment is an asset.

Knowledge, Skills and Abilities:

- Considerable regulatory knowledge and demonstrated practical application of occupational health and safety policies and programs in an operations environment.
- Knowledge of coaching, mentoring, performance and attendance management, WSBC claims, and discipline management practices.
- Strong interpersonal and communication skills including technical writing, facilitating meetings, giving presentations and the ability to influence and promote teamwork.
- Strong management and facilitation skills to plan and manage the health and safety programs, manage claims and investigations in the Branch.
- Skills in coaching, mentoring, performance and attendance management.
- Strong computer skills in Microsoft Office applications such as Outlook, Word, Excel and PowerPoint, and in SAP and Hansen.
- Ability to manage change and assist people with adapting to change at all levels of the Branch.
- Ability to compile, draft and maintain correspondence, spreadsheets, reports, presentations and minutes.
- Ability to work well under pressure, handle multiple tasks and changing priorities with tight time frames.
- Ability to work collaboratively within a team environment.
- An aptitude to provide an outstanding experience for clients.
- Proven decision making and problem solving skills.
- Ability to perform functions of the position with minimal supervision.
- Strong multi-tasking, time-management, negotiation and communication (verbal and written) skills.
- Strong diplomacy skills with an ability to be flexible and also give and take direction well.
- Excellent documentation and time management skills.
- Strong computer literacy skills.

Driver's License and Record Checks:

- A valid B.C. driver's license is required.
- The license must not include any restrictions that would affect the ability to legally and safely carry out job responsibilities.

The City of Vancouver has a COVID-19 Mandatory Vaccination Policy. All employees are subject to this policy and all new applicants applying to the City of Vancouver are required to be fully vaccinated as a condition of hire and subject to this policy as a condition of ongoing employment. Candidates may only be exempted from this requirement if they request and are approved for an accommodation based on a reason related to a Human Rights Code ground (such as disability). Such a request must be made during, not after, the recruitment process.

Business Unit/Department: Engineering Services (1300) / Human Resources (1020)

Affiliation: Exempt

Employment Type: Regular Full time

Position Start Date: July 2022

Salary Information: Salary Range 80: \$89,283 to \$111,609 per annum

Positions Available: 2

Application Close: June 17, 2022

At the City of Vancouver, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. Indigenous applicants, people of colour, all genders, LGBTQ2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process. [Learn more about our commitment to diversity and inclusion.](#)

Interested applicants can apply via <https://jobs.vancouver.ca/job-invite/36148/>

Once you start your application you can save your work and leave the applications page, however please remember to submit your profile to the specific job requisition before the posting closing date.

In addition to uploading your cover letter and resume, part of the application process may include answering application questions related to the preferred requirements of the role which may take approximately 5-10mins. Cover letters should express interest and highlight additional information relevant to the position and resumes should include a tailored summary of skills and experience related to the position.