

**OCCUPATIONAL HEALTH & SAFETY ADVISOR**

**Job Type:** Regular Part-Time

**Employment Group:** Exempt

**Date Posted:** October 5, 2022

**Closing Date:** October 23, 2022

**Job Category:** Human Resources/ Occupational Health and Safety

**Branch/Location Office:** Hall

**City:** Port Moody

**Province / State:** British Columbia

[www.portmoody.ca/careers](http://www.portmoody.ca/careers)

The City of Port Moody is seeking a knowledgeable Occupational Health & Safety Advisor to join our Human Resources team.

Reporting to the Safety & Wellness Specialist, the Occupational Health & Safety Advisor will conduct field work with our team members and will liaise when needed with WorkSafeBC. This is a regular, part-time position working 21 hours per week.

Responsibilities include:

- Administrative, instructional, and technical work supporting the City's Occupational Health & Safety Programs
- Assisting with planning, development and implementation of safety policies, programs, and procedures to ensure safe operations and compliance with required standards and practices
- Act as a health and safety resource and technical advisor and administrator for City staff, programs, and committees
- Conduct inspections and provide training to ensure City adherence to requirements
- Support the identification of safety training needs; develop and deliver training manuals, programs, safe operating procedures, and competency-based testing systems; collect and retain applicable data

Basic Qualifications:

- Completion of BCIT Occupational Health & Safety Diploma or equivalent
- One to two years of experience developing policies and procedures of

corporate health and safety

- Knowledge and understanding of regulatory requirements
- Familiarity with Collective Agreements and employment legislation an asset
- Proficiency with MS Office; experience with ERP and HRIS systems an asset
- Discretion in dealing with confidential matters
- Good judgement and decision making skills
- Excellent communication and interpersonal skills
- Valid Class 5 Driver's License

Please note that employment with the City of Port Moody is subject to the receipt of a satisfactory police information check as well as a satisfactory driver's abstract.

The City of Port Moody strives to be an employer of choice and offers an excellent benefits package as well as professional development opportunities and, for some positions, opportunities for remote work.

Applicants are advised that it is a condition of employment with the City that a successful candidate who is not already employed by the City provide proof that they are fully vaccinated against COVID-19, subject only to human rights-based accommodation in applicable circumstances.