

# Safety Advisor

Competition #2024-069 | Regular Full Time

Engineering | Safety and Security | Laurel Street Works Yard



*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 Manager, Occupational Health and Safety, the Safety Advisor, provides technical expertise, guidance and mentoring to safety committee members; investigates health and safety issues, conducts safety inspections, responds to WorkSafe BC compliance orders and provides direction to implement corrective action and monitors and confirms that action has been implemented. Furthermore, processes WorkSafe BC claims; organizes and participates on Joint Occupational Health and Safety Committees and provides guidance and advice to same; develops communication material; participates in educating managers, staff and the Union on safety programs and processes; establishes and maintains effective relationships with managers, supervisors, employees, unions and external contacts; collaborates with other HR functions on various initiatives and activities; and prepares, maintains, processes and monitors a variety of confidential reports, files and correspondence. Performs related work as required.

Qualification includes a Diploma in occupational health and safety and 3 years' related experience in a unionized environment, or an equivalent combination of training and experience, related to construction work activities is preferred. The role requires considerable knowledge of WorkSafe BC regulations and departmental policies, rules, regulations, and procedures pertaining to the health and safety field; business English, spelling, punctuation, arithmetic and of modern office methods and procedures; and sound knowledge of the operations and functions of client departments as they pertain to the work. This role requires the ability to establish and maintain effective working relationships at all levels of the organization and with union executives; prepare, maintain, process, and control a variety of records and files; deal effectively with a variety of internal and external contacts and to supply assistance and advice to same; exercise tact and discretion in processing confidential matters and materials; and perform all duties with minimal supervision. Class 5 Driver's Licence for the Province of British Columbia and First Aid Certificate – Level 2 are required. Safety training courses related to the work are preferred.

Work Schedule: 70 hour bi-weekly; Monday to Friday from 8:00 AM - 4:45 PM (Nine-day Fortnight)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Annual Salary	\$87,112	\$90,955	\$94,798	\$98,641	\$102,484

Please submit your application no later than **Friday, April 5<sup>th</sup>, 2024**, with first consideration given to applications received by **March 22<sup>nd</sup>, 2024**.

*At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.*

*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.*

*Please contact People and Culture at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

*We thank all candidates for applying, but only those short listed will be contacted.*

