



# BUILD A CITY. BUILD A FUTURE.

## Occupational Health & Safety Specialist

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. Build a City. Build a Future at the City of Surrey.*

### SCOPE

Reporting to the Manager, Occupational Health & Safety, you are accountable for supporting and contributing to the ongoing development, implementation, coordination and administration of the City's Occupational Health and Safety Programs, while building strong relationships with your key client groups.

### EMPLOYMENT STATUS

Exempt - Regular Full-Time

### RESPONSIBILITIES

- Leading accident/incident investigations
- Supporting emergency response protocols
- Enabling workplace safety compliance through the development and review of OHS programs/protocols
- Conducting written risk assessments/safety inspections
- Developing safe work procedures
- Provide training and education to employees on safety procedures, practices, and regulations
- Delivering safety coaching to staff
- Developing /coordinating OHS crew talks and the corporate OHS training calendar
- Leading an area of OHS expertise e.g. Violence in the Workplace Risk Assessments
- Advise Managers and Supervisors how to meet WorkSafeBC Due Diligence requirements
- Other job related duties

You will work with a diverse group of stakeholders to achieve OHS success by supporting a workplace where every employee returns home safely at the end of the work day. Your work is conducted both in office and field conditions

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## QUALIFICATIONS

- Post-secondary diploma, related degree, or certificate in Occupational Health and/or Safety or a related field.
- A safety-related professional designation (CRSP) is an asset.
- 5-7 years of related experience, preferably in a unionized municipal environment.
- Knowledge of the Workers' Compensation Act, and WorkSafeBC OHS Regulations.
- Proven experience with accident investigation techniques, excavation safe work practices, and workplace inspections.
- Experience with designing/implementing safety initiatives and delivering safety training to diverse work groups.
- Excellent track record with to providing advice and support to managers, supervisors, employees and Health & Safety committee representatives.
- An alignment with City of Surrey Values – Community, Integrity, Teamwork, Innovation, Service.

In addition, you bring excellent communication skills (verbal and written), effective time management skills, as well as strong computer skills. You are passionate about workplace safety and understand how human resources can be leveraged to achieve broader organizational goals. You are open to the challenges of working in a fast pace environment, and are seeking to influence and build consensus, while building sustainable OHS skills in others.

## OTHER INFORMATION

Pay Grade: P2

Annual Rate: \$104,807 – \$123,302

Junior candidates may be considered at the Health & Safety Coordinator (P1) level with an annual rate of \$87,201 - \$102,589.

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