

SAFETY COORDINATOR

Competition #2024-011 | Temporary Full Time

People & Culture Department | Occ Health & Safety & Return to Work | West Building

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.

Passionate about creating safe conditions in a dynamic work environment? Enjoy collaborating with enthusiastic and engaged people? Want interesting and dynamic work? Apply to be our Safety Coordinator! The People and Culture department is seeking a talented individual to join our Occupational Health and Safety division.

This is hands-on work where your actions and decisions can have a City-wide impact. You'll be responsible for developing communication material and educating staff on safety programs and procedures. Reporting to the Senior Manager, Occupational Health and Safety, you'll be investigating health and safety issues and going on site to conduct safety inspections. Furthermore, your judgement and guidance will be needed to respond to WorkSafeBC compliance orders and provide direction on how to best implement corrective action. You'll also participate in Joint Occupational Health and Safety Committees and act in an advisory role. As a Safety Coordinator, you'll perform related work as required.

You should be a reliable self-starter who isn't afraid to take initiative. You're comfortable speaking with a variety of people and can adapt your communication style tailored to your audience. You're also thorough, detail-orientated, and accurate as the reports and materials you create will be implemented in different departments. You have a genuine interest and passion for safety as you'll be doing both internal and external research and monitoring safety trends. You also have considerable knowledge of WorkSafe BC regulations and policies related to the health and safety field. Being an eager learner gets you top marks as you'll need to become familiar with the operations and functions of different client departments in order to determine the best safety measures to put forward.

The ideal candidate will have a diploma in Occupational Health and Safety along with 3 years' of working experience; however, feel free to apply if you have an equivalent combination of training and experience. You should be a people-person who can establish and maintain positive working relationships with City staff and Union representatives. You will also need to be able to prepare and process a variety of records and files. Suffice it to say, you'll need to know basic software applications like Word, Excel, etc. in order to do this work. Sound judgement, tact, and discretion are also required as you'll be dealing with sensitive and, at times, confidential material. Driver's Licence for the Province of British Columbia and First Aid Certificate – Level 2 are required. Respirator Certification is an asset.

If you have a passion for safety, helping others, and thrive in a fast paced work environment, this is the position for you!

Hours of work: 70 hours bi-weekly; 8:00 AM to 4:45 PM with a nine-day fortnight (compressed) schedule.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Annual Salary	\$66,380	\$69,308	\$72,237	\$75,165	\$78,094

This is a temporary full time opportunity until March 18, 2025.

The closing date for this competition has been extended until filled. New applications are welcome!

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 or degrees 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.*

Reference: 50008820

