

EMPLOYMENT OPPORTUNITY

Health & Safety Clerk

Term Position to December 31, 2022

ABOUT THE ROLE

Under the direction of the Health & Safety Manager, this position is responsible for providing clerical and administrative support to the Health & Safety program and assisting in the administration of the standard operating policies and procedures of the department. The incumbent will exercise independent judgement and action in organizing own work routines, handling routine work problems, and performing day to day activities. This individual must possess the ability to maintain a flawless level of confidentiality. This work should be carried out with the overall goal of promoting the well-being of employees in the workplace.

Visit the website at www.draytonvalley.ca
For more information on the Town of Drayton Valley.

The Town of Drayton Valley is committed to Anti-Racism, equity and inclusion and a safe and harassment free working environment.



QUALIFICATIONS/EXPERIENCE

- Post-secondary diploma in Office Administration, Health & Safety or a closely related discipline and/or a combination of years of related experience.
- Alberta Municipal Affairs Health & Safety Association (AMHSA) COR Auditor Certification is an asset.
- 1 to 3 years' experience in Safety, preferably in the public sector
- Knowledge of Occupational Health and Safety Act, Regulation and Code

Visit www.draytonvalley.ca for full list of qualifications.

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications can also be dropped off at:

5120-52 Street,
Drayton Valley, AB
Attention: Human Resources

Deadline for applications:

Will remain open until suitable candidate found

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

POSITION: Health & Safety Clerk
DIVISION: Office of CAO
DEPARTMENT: Safety
REPORTS TO: Health & Safety Manager
JOB TYPE: Administration
LOCATION: Public Works

GENERAL ACCOUNTABILITIES

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REPORTING RELATIONSHIPS

This position reports to: Health & Safety Manager → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- Administer Health & Safety database (including set-up, training staff, data entry, statistics, etc.)
- Maintain filing and records for Health & Safety program as required under legislated privacy requirements
- Compile stats, survey results and research information to produce reports for various projects pertaining to new initiatives, programs, and services
- Develop Health & Safety reports for Joint Health & Safety Committee, Senior Management Team, etc.
- Research, analyze and create special project reports as required. This which includes comparing information and generating reports in order to provide statistics for further support
- Drafts and prepares letters and memos.
- Assist with responding, updating, and developing of Health & Safety processes and practices
- Coordinate in-class and online training for employees
- Coordinate health assessments, audio metric and fit testing

- Prepare the documents related to the Modified Work Agreement Program
- Prepare Employer's Workers Compensation Board reports
- Coordinate ergonomic equipment for staff
- Participate in and assist in planning special projects such as ERP drill, safety days, Public Works days, Awards Event, and Day of Mourning
- Circulate safety policies and directives, bulletins, and posters in the workplace to support a safe work environment
- Organize and replenishes safety supplies as required
- Ensure successful onboarding and offboarding of all workers. Including but not limited to; orientations with new hires and ensure tasks are completed for each employee at the hire and offboarding workers for Health and Safety Programs
- Provide support and back up in the absence of other Safety personnel.
- Perform other duties as may be assigned from time to time

DECISION MAKING ROLE

Works under general direction and guidance. The Health & Safety Clerk shows original and independent thinking in developing plans and approaches for tasks.

MAJOR INTER-PERSONAL CONTACTS

Must be able to demonstrate a high level of confidentiality, professionalism, and ability to work within a team environment.

Health & Safety Manager
 Human Resources Director
 Senior Leadership Team
 Managers & Supervisors
 Human Resources Clerk
 New Hires

QUALIFICATIONS AND EXPERIENCE

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- Alberta Municipal Affairs Health & Safety Association (AMHSA) COR Auditor Certification is an asset.
- 1 to 3 years' experience in Safety, preferably in the public sector
- Knowledge of Occupational Health and Safety Act, Regulation and Code
- Class 5 drivers' license
- Experience in development of policies and procedures
- Must maintain a very high level of confidentiality and professionalism

- High level of critical, logical and analytical thinking
- Advanced skills in Microsoft Office suite (Word, Outlook, etc.)