

The opportunity

Leduc County is looking for an experienced and highly motivated Health and Safety Coordinator to join our Health and Safety team. Reporting to the Manager – Human Resources, Health and Safety, this exciting opportunity actively participates in the health and safety strategic plan and through coaching and training supports the day to day office and field operations employees understanding and adherence with health and safety practices, procedures and regulatory requirements.

About us

The safety of our staff and citizens is our primary concern and we are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to serve its citizens and create an enhanced quality of life through effective leadership, committed partnerships and open, transparent communication. Our vision is to be a leading member of the Edmonton Metropolitan Region, offering an economic advantage, sustainable agricultural network, environmental leadership and an unsurpassed quality of life.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You bring strong interpersonal and communications skills that will further establish maintain and advance our health and safety culture and performance standards. You are a decidedly energetic and motivated individual who is a seasoned knowledgeable confident health and safety professional that has the ability to deliver professional reports and presentations to senior leadership and support the strategic plan. You are influential and excel working under pressure in a fast-paced changing environment that requires you effectively prioritize your work, encourage participation, and you take pride in delivering robust health and safety programs. If this sounds like you, keep reading because we want to hear from you!

What you will do

- Contribute to the development and implementation of the department's operational plan, by coordinating work and complying with the Occupational Health and Safety Act, Code and Regulations and relevant legislation.
 - Prioritize work in a changeable environment.
- Implement projects and day-to-day work assignments to meet service area deliverables.

- Maintain, revise, implement and monitor the health and safety management system and its components.
 - Coordinate and participate with safety inspections, incident investigations and reporting, formal risk/hazard assessments, and Partners in Injury Reduction (PIR)/Certificate of Recognition (COR) safety audits.
 - Coordinate the health and safety programs to adhere with the PIR and COR requirements, including reported incidents, safety training/certifications and department safety meetings.
 - Administer disability and workplace injury claims by liaising with applicable insurance carriers, supervisors, human resources and payroll to manage active files, appeals and return to work programs.
- Identify, recommend and deliver health and safety training for the organization.
- Purchases good/services on behalf of the county, within their assigned authority, ensuring efficient, responsible use of funds.
- Develop and recommend administrative directives and procedures, ensuring adherence to applicable legislation.
- Plan and implement projects that fall within the health, safety and wellness function.
- Research and carry out special projects, studies and reports as assigned.
- Strive to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adhere to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the Alberta Occupational Health and Safety Act, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Perform related duties as required.

What you need to succeed

Must-have

A post-secondary education in Occupational Health and Safety or directly related discipline along with five (5) years of experience. Five (5) years of experience and knowledge of the Occupational Health and Safety Act, Partners in Injury Reduction (PIR), Certificate of Recognition (COR) program, and Worker's Compensation Board (WCB) are requirements. Must be eligible for, or maintain, a Canadian Registered Safety Professional (CRSP) certification. Experience in Workplace Hazardous Materials Information System and First Aid Certification is also required. Must be proficient in the Microsoft office suite, especially excel, and other software applications.

Nice to have

Familiarity with municipal operations and knowledge of rural communities is an asset.

What's in it for you?

Our leadership team values your voice and input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between **\$82,416 - \$103,020**, municipal pension plan, three-week vacation allocation, and a 100% employer-paid comprehensive benefits package.

The opportunity is permanent full-time, 35 hours per week scheduled Monday to Friday with some extended hours to meet operational requirements, and is overtime compensated as applicable. The Leduc County office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.