

he City of Winnipeg is a vibrant and dynamic organization with many opportunities!

We offer a diverse and welcoming work environment that delivers quality services to our citizens.

Safety Officer

Community Services

Posting No: 121228

Closing Date: June 28, 2022

Under the general direction of the Manager of Human Resources, the Safety Officer provides safety services to Community Services Department employees. The Safety Officer will assist management in the development, implementation, training, assessment and continuous improvement of the Safety and Health Program; designed to reduce the occurrence of workplace injuries and meet all regulatory requirements. This also includes maintenance of their SAFE Work Certification and their Departmental

Safety Programs.

As the *Safety Officer* you will:

- Be responsible for the coordination and management of the Community Services Department Safety Program.
- Support the department in the maintenance of SAFE Work Certification program including internal maintenance audits and external certification audit.
- Consult with management, supervisors and employees to identify safety requirements and program objectives.
- Research, develop, and implement safety related initiatives and programs in response to trends, regulatory compliance and organizational direction.
- Review, analyze and report safety statistics, prepare reports on outcomes and issues and communicate information and recommendations for corrective action to management, supervisors and joint Safety and Health Committees.
- Be responsible for the supervision and mentorship of junior safety personnel.
- Conduct education and training on all aspects of safety, safe work procedures and safety requirements. This may include planning, designing, maintaining and upgrading training programs on a wide variety of safety and health topics.
- Complete work-site inspections identifying to line management/supervision unsafe actions of people, potential risk situations and deviations from established safe work practices to ensure the city provides safe work environments and facilities.
- Ensure compliance with regulations, Provincial Workplace Safety and Health Act, and Civic/Departmental policies and procedures for the protection of the employees and public.
- Respond to safety incidents, conduct investigations of major/serious accidents, incidents and occurrences, in compliance with City policy and legislation.
- Perform and/or arrange for environmental monitoring of the workplace.
- Participate in the development of City policies with safety and health professionals through working groups and other forums.
- Perform research to assist in the resolution of Occupational Safety and Health concerns.

- Complete all administrative tasks necessary to carry out the responsibilities of the position.
- Participate in the 24 hour call out rotation for Safety Emergencies.

Your education and qualifications include:

- Graduation from a recognized post-secondary institution in the field of Occupational Safety and Health.
- Canadian Registered Safety Professional (CRSP) designation required within two (2) years of start date.
- A valid First Aid/CPR Certificate.
- A minimum of three (3) years prior related leadership experience in the safety and health function.
- Demonstrated knowledge of relevant occupational health and safety legislation, standards and guidelines and their application to the work place.
- Demonstrated ability to objectively investigate serious incidents or accidents, take statements, analyze information and recommend actions to prevent reoccurrence.
- Demonstrated ability to maintain effective working relationships with employees, management, union officials and government agencies.
- Direct experience working with Safety and Health Committees.
- Ability to communicate effectively both orally and in writing to all levels of the organization.
- Demonstrated proficiency in various software applications including Word, Excel and PowerPoint.
- Self-motivated with an ability to work with minimal supervision and exercise sound judgement.
- Demonstrated ability to objectively assess worksite risks.
- Ability to work under stressful conditions during an emergency, including a serious accident or fatality.
- Demonstrated ability to communicate effectively, both orally and in writing, to establish and maintain effective working relationships.
- Demonstrated public presentation and facilitation skills.
- Must be willing to work evenings/weekends on occasion, as required.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense. To obtain Police Information Check information please visit www.winnipeg.ca/police.
- Prior to commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR Code and photo identification.
- The successful candidate may be required to have and maintain a valid Manitoba Class 5 Driver's License.
- The successful applicant may be required to provide a vehicle for transportation while on City business, subject to the terms and conditions of the City's Transportation Policy.

CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

APPLY ONLINE, including all documentation listed below:

1. Current resume and cover letter (**required**).

Applications submitted without REQUIRED documentation will not be considered.

If you do NOT have access to a computer/email, please apply, including all documentation listed

above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30**

P.M., June 27, 2022.

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is:

Salary Schedule A1 \$68,876.37 - \$92,499.56 Annually (Grade 3)* within the WAPSO Collective Agreement.

Salary Schedule A2 \$68,876.37 - \$90,174.15 Annually (Grade 3)* within the WAPSO Collective Agreement.

1. **In accordance with Article 4, an employee who enters the bargaining unit on or after the date of ratification [October 29, 2020] shall be placed on Schedule A-2. Employees of the bargaining unit who are on Schedule A-2 at the time of ratification will continue to be paid in accordance with Schedule A-2. Employees of the bargaining unit who are on Schedule A-1 at the time of ratification will continue to be paid in accordance with Schedule A-1 until they are the successful applicant to a position at a higher Administrative Salary Level (Grade) or they (or the Association on their behalf) initiate a successful reclassification to a higher Administrative Salary Level (Grade) in which case they will be placed on Schedule A-2 and subsequently follow article 25-2 (Position Evaluation - Treatment of Incumbents).*

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.