



Portugal Cove St. Philip's

Town of
Portugal Cove-St. Philip's

Employment Opportunity

<u>Position Title:</u>	Occupational Health & Safety Advisor
<u>Salary Classification:</u>	Occupational Health & Safety Advisor
<u>Departments:</u>	Public Works
<u>Status:</u>	Unionized, Permanent

The Town of Portugal Cove – St. Philip's is seeking an outgoing and enthusiastic individual to join our team as Occupational Health & Safety Advisor to work in the Department of Public Works.

The ideal candidate is one who reflects professionalism and integrity in all that they do. They are able to easily build relationships with others, both inside and outside the organization. Primarily, the incumbent will be responsible to develop and implement the Town's Occupational Health & Safety program, working collaboratively with all Directors, employees, contractors and WorkplaceNL to resolve health and safety issues and ensure compliance with applicable legislation and regulations

The incumbent will have a three (3) year diploma in a recognized Occupational Health & Safety Program or Safety Engineering Technology as well as certified or eligible for certification as a Canadian Registered Safety Professional (CRSP). The incumbent must also possess a minimum of four (4) years of experience in the field.

The Town of Portugal Cove - St. Philips is an equal opportunity employer.

Knowledge, Skills, & Abilities:

- Excellent knowledge of the *Occupational Health and Safety Act*, the *Workplace Health, Safety and Compensation Act*, and related legislation and regulations.
- Knowledge and experience in accident investigation techniques, field and workplace inspections.
- Excellent knowledge of hazard recognition and control focusing on ergonomics, industrial hygiene, hazardous materials, fire and safety, confined space entry, working at heights and general safety.

- Excellent knowledge of accommodation procedures and return to work programs.
- Strong relationship building skills and the ability to work collaboratively across departments.
- Strong planning, organization and time management skills.
- Ability to be self-directed while working effectively as part of a team.
- Excellent interpersonal, oral and written communication skills.
- Strong ability to exercise tact, diplomacy, discretion and adherence to confidentiality requirements.
- Working knowledge of labour relations concepts and practices.
- Demonstrated ability to work collaboratively and influence others and a proven track record of instilling a positive workplace safety culture.
- Proficient in Microsoft Office Suite.

Physical Requirements:

- While performing the essential functions of this position, there is frequent need to sit for extended period of time, stand, walk, talk, hear, distinguish between shades of color, use hands to finger, handle, or feel, and lift and/or move 20 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, high level noise, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.
- Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects (50 pounds).
- Tasks involve the occasional performance of work in awkward or cramped spaces such as ceilings, crawl spaces, climbing ladders or scaffolding.
- Tasks involve the safe operation of motor vehicles.

Key Contacts/Relationships:

External:

- Equipment and Service Providers
- Contractors
- Municipal, provincial and federal counterparts

Internal:

- All departments and staff up to and including Chief Administrative Officer

Reporting Structure:

This position reports directly to the Director of Public Works.

Salary and Benefits:

Step 1	Step 2	Step 3	Step 4	Step 5
33.14	33.95	34.79	35.64	36.52

To Apply:

The deadline for applications is **Wednesday November 2, 2022 at 4:30pm**. To be considered in the applicant pool you must submit your resume and cover letter to the undersigned no later than this date.

Submit your resume package to:

Human Resources
1119 Thorburn Road
Portugal Cove St. Philip's, NL
A1M 1T6
Fax: (709) 895-3780
Careers@pcsp.ca

If you are submitting via e-mail, please use the subject line:
“Employment Opportunity – Occupational Health & Safety Advisor”