

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

POSITION TITLE: **MANAGER OF HEALTH & SAFETY**
ACCOUNTABLE TO: **CHIEF HUMAN RESOURCES OFFICER**
DATE: **DECEMBER 2024**

NATURE AND SCOPE OF WORK:

The Manager of Health and Safety is responsible for the development, implementation and evaluation of a comprehensive range of employee health and safety programs and services to meet the goals and legal obligations of the City of Fort St John. These functions include, but may not be limited to, the assessment, facilitation and evaluation of injury prevention, environmental safety, occupational health and safety, employee and family wellness and the development, implementation and consultation of safety policies. The Manager of Health and Safety oversees all matters related to Health and Safety and provides advice to management and employees.

SUPERVISION RECEIVED

Reports to the Chief Human Resources Officer

SUPERVISION EXERCISED

Exercises supervision over all department staff as assigned.

KEY RESPONSIBILITIES

- Implement and manages all Occupational Health and Safety Programs of the City's.
- Support and consult as technical expert on health and safety issues including reviewing existing programs and policies, providing recommendations for updates to ensure safe operations and compliance with WorkSafe BC.
- Proactively manages the safety and health of employees to continuously improve the City's safety performance. Supports Human Resources with return to work programs, working closely with the employee, his/her supervisors and the insurance company to ensure the employee's safety and health, as well as ensuring that he or she receives all of the benefits he or she is entitled to.
- Lead the Ability Management program and support managers and supervisors through the return to work or stay at work process following an injury/illness.
- Oversee the incident investigation process to ensure consistency across the organization; work with management and the Manager of HR/LR in investigations and make recommendations regarding the appropriate training/disciplinary procedures for employees who violate safety rules or procedures; assists with related matters in negotiations, arbitration and grievances.
- Ensure that work refusals are properly investigated and that any necessary corrections to the work processes are implemented and documented.

- Provide consultative service to directors, managers, supervisors and employees in the interpretation and application of legislation, programs, policies and procedures as they relate to occupational health and safety.
- Lead annual health and safety program audits to ensure the effectiveness of occupational health and safety programs.
- Develop and manage internal health and safety audits of the company, including risk assessments, at varying levels, and act as a trainer/advisor to internal auditors.
- Lead and conduct formal and informal safety inspections, audits and site inspections.
- Provide management with reports in compliance with WorkSafe BC regulations on incidents and injuries, lost time injuries, health-related absenteeism and other occupational health and safety information.
- Oversee the City's Occupational Health and Safety Committees.
- Oversee Employee and Family Assistance Program; counsels managers and staff on effective use of Program, co-ordinates all mandatory referrals.
- Manage the collection, preparation and maintenance of all records for the City in compliance with WorkSafe BC regulations.
- Oversee the requirements for a variety of health and safety testing (Air quality, noise level, audiometric, etc.).
- Provide expert advice to directors and managers in the interpretation and administration of tendering and awarding contract agreements to ensure that practices are consistent and comply with safety related legislation, regulation, policies and procedures.
- Act as the City's primary contact with the Workers Compensation Board; coordinate claims management, rehabilitation services and assists with the development of return to work plans; provide information and assist with the determination of the City's position on claims.\
- Provide guidance to department managers as necessary to ensure that adequate emergency equipment is maintained at worksites, vehicles and, mobile equipment.
- Act as the City's champion for health and safety; apply superior communication skills to collaborate and influence internal and external stakeholders to ensure compliance with policies, programs and regulations.
- Manage staff orientation, training and professional development programs as they relate to health and safety.
- Assist in the emergency management program as required.
- Conduct research and communication duties and special projects, as assigned.
- Manage the Health and Safety annual budget.
- Perform other related duties as required.

CORE PERFORMANCE OBJECTIVES

- Community Focused – takes timely and positive actions to provide superior service to the community
- Resource Management – takes actions for the best use of our resources to ensure financial accountability and strength
- Leadership – always striving to build up and manage our human and physical assets
- Innovation – always looks beyond the here and now, in creating a new and better future for the community

PERFORMANCE FACTORS

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

REQUIRED SKILLS, QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS

- University Degree in Occupational Health and Safety, Environmental Health, or a related field. An equivalent combination of education and experience may be considered
- Canadian Registered Safety Professional Certificate (CRSP)
- Minimum of 3 years of occupational health and safety and claims management, workplace inspection and job hazard analysis experience in a unionized environment is preferred
- Preference will be given to candidates with previous municipal experience
- Valid BC Class 5 Driver's License
- Ability to obtain and maintain a successful Police Information Check
- Thorough knowledge of employment and safety standards, best practices and applicable legislation, including but not limited to the Employment Standards Act, Human Rights Legislation, BC Workers' Compensation Act, OHS Regulation and the Freedom of Information and Protection of Privacy Act.
- Knowledge of WCB/STD/LTD processes and procedures, including WCB claims management and related legislation
- Extensive knowledge of the principles, standards and practices in the areas of occupational health and safety; training and experience in the recognition, evaluation and control of workplace hazards.
- Superior facilitation skills
- Proficient in Microsoft Excel, Word, PowerPoint, and Outlook
- Ability to perform research studies and collect, analyze and interpret statistical data and prepare comprehensive reports, briefs and related presentations.
- Excellent interpersonal and listening skills; ability to articulate information with tact, diplomacy, and effectively with management and Union personnel, other governmental agencies and the general public.

- Demonstrated ability to handle a complex and varied workload in a flexible manner, often under pressure; ability to handle sensitive material with confidentiality.
- Self motivated, excellent team building skills
- Ability to take initiative, identify and solve problems, and make decisions with little direction or guidance.
- Exceptional written and oral communication skills including the ability to appropriately gauge the needs of the situation and adapt the communication style accordingly.
- Ability to establish trust and credibility at all levels of the organization and with external contacts by earning a reputation as approachable, personable and professional.
- Ability to prepare and administer budgets

PHYSICAL DEMANDS

This position may entail lifting, climbing, walking, standing for long periods of time, sitting for long periods of time, looking at a computer for long periods of time, and lifting and/or moving items that can weight up to 25 lbs.

GENERAL

The Manager of Health & Safety shall meet the level of satisfactory performance in each of their responsibilities and annual work objectives/ development plan. The quality of work expected, shall be based on measurable volume and compared against meaningful standards, and considering any unusual conditions which affect output. The quality of performance expected will be based on the frequency of errors, efficient use of resources, excellence of workmanship, and measured against work objectives and division performance measures.

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.