



## Municipal District of Spirit River No. 133

**Safety Program Coordinator and Public Works Clerk**

**Department: Public Works**

**Reports to Public Works Supervisor or Designate for day-to-day Duties**

**Reports to CAO for overall comprehensive job accountability**

**Position Type: Full-Time, Permanent**

### Position Overview

The Safety Program Coordinator and Public Works Clerk plays a pivotal role in maintaining municipal operations, ensuring a safe working environment, and keeping administrative records current and organized. The Safety Program component is a strategic role focused on ensuring the MD of Spirit River No. 133 remains compliant with the Alberta Occupational Health and Safety (OHS) Act, Regulation, and Code. The focus will be on high-impact activities like audits, training, and program updates rather than daily site supervision.

This dual-function position requires a safety-minded candidate who can develop and deliver staff training, maintain safety compliance, coordinate building maintenance, and handle public works record-keeping. The successful candidate will also manage emergency notification alerts, monitor bridge files, receive and manage public complaints, and occasionally assist in hands-on public works tasks.

### Key Responsibilities

#### 1. Occupational Health & Safety (OH&S)

- Familiar with Occupational Health and Safety legislation;
- Lead, coordinate, and maintain the organization's Safety Management System and policies.
- Conduct and facilitate required safety training programs for Public Works staff (e.g., WHMIS, tailgates/toolbox talks, safe work practices).
- Perform regular safety inspections, hazard assessments, and incident/near-miss investigations.
- Track safety records, maintain compliance logs, and ensure staff certifications remain current.

#### 2. Compliance & Administration

- **Safety Program Maintenance:** Regularly review and update the Health and Safety Management System (HSMS) to meet Alberta OHS standards.
- **Documentation:** Ensure all safety folders, meeting minutes, and equipment maintenance logs are organized and legally compliant.
- **Legislative Interpretation:** Act as a subject matter advisor on the current Alberta OHS Code updates and industry-specific regulations, be aware of upcoming changes to the Code, and work to implement required changes.
- **Reporting as required,** grant applications as opportunities arise;
- **Compliance with POPA and ATIA, including the following:**
  - **Legislative Adherence:** Comply strictly with the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) in handling all organizational records and personal data.
  - **Information Security:** Protect confidential and personal information against unauthorized collection, use, disclosure, or destruction.



- **Access Requests:** Assist and cooperate with management to fulfill formal ATIA or privacy correction requests within required statutory timelines.
- **Mandatory Training:** Complete all required privacy and information management orientation and refresher courses.

### 3. Site & Field Support

- **Inspections:** Conduct scheduled site walk-throughs to identify and document hazards.
- **Incident Investigation:** Lead root-cause analysis for near-misses or injuries and file WCB reports if required.
- **Hazard Assessments:** Facilitate and review Field Level Risk Assessments (FLRAs) and Job Hazard Analyses (JHAs).
- **Safety Meetings:** Organize and provide topics for monthly safety meetings or "toolbox talks".

### 4. Facilities & Building Maintenance

- **Monitor municipal facilities,** troubleshooting as necessary, respond to emergent issues, and perform light mechanical/facility maintenance, and appropriately delegate tasks as necessary.
- **Coordinate, schedule, and oversee external contractors** for major repairs, preventative maintenance, and specialized service work.
- **Maintain logs and service histories** for municipal buildings and facility equipment.

### 5. Administrative & Public Works Operations

- **Serve as the primary administrator** for the Voyent Alert! emergency notification system (broadcast alerts, administrative updates, and map configurations).
- **Track, log, and follow up on public inquiries and service complaints** in a timely, professional manner.
- **Manage and maintain bridge files, inspection records, and regulatory compliance documents.**
- **Assist with general Public Works clerical duties, including data entry, inventory tracking, and purchasing support.**
- **Provide occasional hands-on assistance** with field Public Works operations or special projects as required.

*All other duties as assigned.*

### 6. Qualifications & Requirements

- **Certifications:**
  - **Standard First Aid & CPR Level C (Mandatory).**
  - **Valid Driver's License** with a clean driving record.
  - **Recognized OH&S certification or training credential** (e.g., NCSO, CRST, or equivalent safety training experience) is a strong asset.
- **Experience:**
  - **Proven experience developing and delivering workplace safety training programs.**
  - **Experience with basic building/mechanical repair and managing service contractors.**



- Strong administrative background with proficiency in record-keeping and database/file management.
- Experience with public communication software (e.g., Voyent Alert!) or a strong technical aptitude to learn quickly.
- **Skills & Competencies:**
  - Effective verbal and written communication skills with strong public relations capabilities.
  - Basic mechanical aptitude and hands-on troubleshooting skills.
  - Computer and online/application/software proficient.
  - Ability to prioritize tasks, handle high-pressure situations, and maintain attention to detail.
  - Ability to follow directions, manage time and priorities, and ability to multitask

## **7. Working Conditions**

- Split between an office setting, municipal facilities, and outdoor job sites.
- Occasional physical effort required for light maintenance tasks and field support
- May require occasional response outside regular business hours during operational emergencies or system alerts.

## **8. Why Choose the Municipal District of Spirit River No.133?**

The Municipal District of Spirit River No. 133 is committed to maintaining a vibrant, healthy, safe, caring and inclusive community. This position is housed in the MD Administration office.

Our municipality hires great people who are looking to contribute to our respectful workplace.

We support a work-life balance and offer an excellent compensation package including potential professional development support and opportunities.

### **Health and Safety:**

**PLEASE NOTE:** All personnel at the Municipal District of Spirit River No.133 are governed by the Municipal District of Spirit River No.133 Health and Safety Policy. Operations must be conducted in a safe manner in accordance with all policies and safe work procedures, in conjunction with the proper protective equipment to be worn for the tasks being performed.