



The City of Owen Sound is seeking a positive and engaging person to fill the role of Health, Safety & Disability Coordinator. This motivated professional is responsible for the City's overall Health, Safety, Disability Management and Wellness programs.

Owen Sound is a diverse and culturally rich community located on the shores of Georgian Bay, approximately 2 hours north of Toronto, Ontario and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines surrounded by the Niagara Escarpment.

The Owen Sound municipal offices are located in the historic downtown. Urban convenience is reconciled with balanced lifestyle in this welcoming community. Enjoy the Tom Thomson Art Gallery, theatres, museums, festivals, hiking, biking, skiing and snowshoeing, boating and fishing minutes from your office. The City of Owen Sound is a lower tier municipality within the County of Grey with planning authority to approve development and policy type applications.

Reporting to the Human Resources Manager, the Health, Safety & Disability Coordinator will be responsible for coordinating and executing health and safety programs and policies, disability management and analyzing workplace incident reports and investigations to make corrections taking into account fiscal concerns and legislative requirements. The position will provide training to members of the Corporation and offer guidance to staff and management on related issues.

Education Required:

- Diploma or Degree in Occupational Health & Safety, Environmental Health & Safety, Safety Management, Safety Engineering, Industrial Hygiene, Disability Management, Human Resources or related field.
- CRSP is considered an asset
- Certificate in Disability Management is an asset

Experience Required:

- 3 years of related work experience
- Municipal experience is preferred

Skills / Competencies Required:

- Strong knowledge of OSHA, NIOSH, and other applicable provincial and federal safety regulations.
- Strong degree of integrity and resolve
- Self starter who works with limited direction
- Excellent negotiation skill/team building capabilities.
- Good time management, planning and organizational skills with attention to detail.
- Strong verbal, written and presentation communication skills. Policy writing is required.
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook) and ability to learn new software.
- Knowledge of Electrical Code, Building Code, others is an asset.

- Ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the needs of the audience, while exercising respect, tact and courtesy at all times.
- Demonstrate responsibility for independent work, completion of assignments with minimal assistance, while anticipating potential issues. Ability to anticipate needs and priorities with regard to the department and the organization as whole.
- Demonstrate a positive attitude towards work and co-workers. Commit to establish and maintain positive working relationships with others; work as a team member, occasionally as a team leader.
- Ability to maintain confidentiality
- Possess a valid driver's licence and access to a reliable vehicle

The full job description can be viewed on the City's webpage under the Employment tab. The salary range for this position is \$59,861- \$73,002; the City also offers benefit package, continuing professional development and an opportunity to grow with us. To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter by September 20, 2019:

Human Resources
City of Owen Sound
E-mail: hrjobposting@owensound.ca

We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection. We will accommodate the needs of qualified applicants under the Human Rights Code and the AODA in all aspects of the hiring process, upon request.