



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Health & Safety Clerk** **Part Time Permanent Position (35 Hours Bi-Weekly)**

Under the direction of the Human Resources Manager, this position is responsible for providing clerical and administrative support to the Health & Safety program and assisting in the administration of the standard operating policies and procedures of the department. The incumbent will exercise independent judgement and action in organizing own work routines, handling routine work problems and performing day to day activities.

#### **Responsibilities:**

- Administrator for Simply Safety database;
- Assist the Health & Safety Coordinator with new-employee health and safety orientation;
- Setup and conduct online training, including WHMIS, Bear Aware, Defensive Driving, Transportation of Dangerous Goods etc.;
- Participate in the development and maintenance of Health & Safety Administrative processes, procedures and manual;
- Participate in completion and distribution of Daily, Weekly, and Monthly Safety Reports, Action Item Logs, Incident Reports, Job Observations and other safety-related paperwork;
- Organizes and replenishes safety supplies as required;
- Code and track invoices;
- Participate in the completion of formal inspections of all county facilities and worksites;
- Serve as a recording secretary to Lac La Biche County Joint Health and Safety Committee.
- Participate in special projects such as the Health & Safety Awards Event and Day of Mourning;
- Circulate safety policies and directives, bulletins and posters in the workplace to support a safe work environment;
- Prepare the documents related to the Modified Work Agreement Program; and Workers Compensation Board reporting in the absence of the Health & Safety Coordinator;
- Research, analyze and create special project reports as required. This includes: inputting data, comparing information and generating reports in order to provide statistics for further support;
- Compile stats, survey results and research information to produce reports for various projects pertaining to new initiatives, programs and services;
- Perform any additional duties as requested by Manager, Human Resources or designate;
- Participate in activities such as assisting with set up for trainings or events (e.g. safety breakfast) that are assigned as departmental responsibilities;

## **Qualifications:**

- Minimum Grade 12;
- Office Administration Certificate from an accredited post-secondary institution preferred.
- Health & Safety training or certification is an asset.
- Alberta Municipal Affairs Health & Safety Association (AMHSA) COR Auditor Certification or willing to obtain;
- An equivalent combination of education and experience may be considered.
- Possession of a valid Alberta driver's license and satisfactory driving record is required.
- Train the Trainer for WHMIS or willing to obtain;
- Experience or understanding of Health & Safety program within a government/municipal setting.
- Familiar with the Occupational Health and Safety Act and related legislation.
- A working knowledge of Simply Safety or similar program is a definite asset.
- Proficient computer skills (word processing, spreadsheets, email, internet)
- Possess a high level of integrity and confidentiality
- Ability to process a high volume of information accurately within rigid deadlines
- Self-starter with the ability to work independently and in a team environment.
- Ability to function in a high stress environment, under substantial time pressures
- Strong time management, planning and organization skills with attention to detail, and follow through;
- Must submit a Driver's Abstract, and Criminal Record Check that meets the satisfaction of the County.

### **Salary range: \$28.93 to \$37.43 hourly**

- Lac La Biche County offers a comprehensive and competitive benefits package.
- Competition Number: 10-HSC-19
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.