



## **Atlantic First Nations Water Authority POSITION DESCRIPTION**

**POSITION:** Safety and Security Coordinator

**DEPARTMENT:** Operations

### **PRIMARY FUNCTION:**

Develops, implements, administers, and monitors a safety management system, safety programs to ensure a safe workplace as well as compliance with all applicable regulations; inspects facilities; monitors legislative changes and recommends policy changes to ensure compliance with all laws and regulations; writes safety plans and programs; and prepares and maintains required reports and records. Provides, coordinates, and documents training related to workplace safety.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Researches, develops, evaluates, and implements safety policies and procedures in compliance with all applicable acts and regulations.
- Maintains safety and risk management related records.
- Prepares all policies, procedures, and forms related to safety and risk management for presentation to the Workplace Health & Safety Committee and/or approval by the Director.
- Develops, coordinates, and conducts employee training on a wide range of safety, security, and emergency response issues. Maintains employee training records and documentation to support the safety program as required.
- Prepares, coordinates and implements emergency preparation and response plans.
- Monitors health and safety legislative and regulatory changes; evaluates implications for AFNWA policies, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.
- Conducts special and periodic inspections of AFNWA facilities, structures, and operations to identify safety and environmental hazards; prepares and follows up on inspection reports of hazards and required abatements.
- Conducts incident/near-miss/hazard identification investigations. Recommends programs, training and equipment changes needed to correct the identified causes, prepares, and maintains required reports.

- Assists with the processing of workers' compensation claims.
- Maintains necessary documentation, records, and permits.
- Receives and responds to employees' inquiries regarding workplace safety.
- Recommends purchases and distributes and maintains inventory control on safety equipment.
- Recommends, provides, and documents required training on all Personal Protective Equipment in use by AFNWA employees.
- Provides on-site safety support for AFNWA contractors and other service providers as required.
- Assist in developing divisional budget and responsible to manage safety and security budget to approved levels. Provide leadership, guidance, and administrative support to the OH&S committee. In conjunction with the OH&S Committee, prepare reports and oversee/manage required follow up regarding safety and security issues and concerns.
- Provides administrative and technical support to the Workplace Health and Safety Committee as required.
- Performs other duties as assigned.

### **REPORTING RELATIONSHIPS:**

Reports To: Director of Operations Engineering and Compliance

### **MINIMUM QUALIFICATIONS:**

**Education:** An undergraduate degree in a related field is preferred with professional certifications in the areas of occupational health and safety and utility operations. Other suitable combinations of education and experience may be considered. Must have or be willing to obtain recognized security and safety accreditations such as a Physical Security Professional (PSP) and Certified Health and Safety Consultant (CHSC).

**Experience:** Five years of progressively responsible experience in occupational health and safety and as a security practitioner in the protection of assets.

**Certificates / Licences / Registrations:** Valid Driver's License. Must not have been convicted of any criminal offence that would reflect negatively on the security profession or impact the ability to obtain required certification.

### **Other Knowledge, Skills, Abilities:**

- Strong working knowledge of the entire spectrum of security and safety
- Working knowledge of safety and health legislation
- Familiarity with emergency response planning and the Incident Command System (ICS)
- High degree of confidentiality
- Excellent leadership, motivation, and interpersonal skills
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated ability to work in a team environment to accomplish organizational goals

- Thorough knowledge of organization and reporting relationships/chain of command whereby the Safety & Security Coordinator is responsible to give orders as they pertain to safety, and which could override orders received by a direct supervisor.
- Experience working with First Nations agencies and communities.
- Ability to use MSWord, PowerPoint, Outlook, Excel, and other relevant software.
- Fluency in Mi'kmaq or Wolastoqiyik language would be considered an asset.

**CLOSING DATE:** September 27, 2024

**SALARY:** Pay band 15 - \$71,135 to \$88,919 depending on experience

**APPLICATION INSTRUCTIONS:** Kindly forward all inquiries and applications to HR@AFNWA.CA. Application documents will only be accepted in .PDF or .DOC format. The applicant will receive an email confirming that the application has been received and all attachments are accessible.

All qualified candidates are encouraged to apply, if you are Indigenous, please self-identify in cover letter. We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.