



**JOB POSTING
HEALTH AND SAFETY OFFICER
FULL TIME POSITION
OPERATIONAL SUPPORT PROGRAM
DEPARTMENT OF EXECUTIVE SERVICES**

SALARY LEVEL: SP06 ST 2 \$52,239.82

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Manager, the Health and Safety Officer (HSO) will be responsible to ensure that the MCA organization is complying with the standards of Health & Safety under the Canada Labour Code Part II and prescribed regulations as well as provincial legislation that is applicable to the organization. The HSO will be responsible for creating and administering a Workplace Health and Safety Management Program (WHSMP) that includes the workplace and construction. The WHSMP will include policies, programs, standards, procedures and administrative directives for implementation by the employees of MCA and adherence by those engaged by MCA. The HSO must also maintain a working knowledge of the applicable legislation as identified within various agreements MCA enters into (this may include but not limited to Contribution Agreements, Funding Agreements, License to Operate requirements, etc.). The HSO is required to ensure that the work being carried out within MCA is conducted in a safe manner and within established standards.

QUALIFICATIONS:

- Post Secondary Degree in the field of Health & Safety (or a related field ie: Business Administration, Human Resource Management):
- Five (5) to ten (10) years work experience in the Health & Safety field:
- Possession of a professional safety designation (CRSP,CHSO) is required (within 2 years of time of hire):
- Successful candidate must meet requirements of MCA's Fleet Policy: five (5) years driving experience with a driver's abstract with no major penalties in the last 3 years.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form (contact Human Resources) **no later than 5:00 p.m., Thursday, February 6, 2020;**

**Shayleen Thompson, HR Staffing Officer
Administration Building # 1
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- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- A satisfactory criminal record check is mandatory prior to the start of employment.
- As a requirement of employment, all applicants must have a Canadian Social Insurance number.
- An eligibility list will be created for one year.