

NON-MANAGEMENT JOB DESCRIPTION POINT RATING EVALUATION PLAN

Working Title Occupational Health & Safety Coordinator		Name	
Position Number	Reports to Position No., Class & Level Manager	Division, Branch/Unit Properties / Property Management Branch PM Programs & Integration (PMPI)	Ministry Infrastructure
Present Class Standards, Safety and Compliance 4 (SSC4)		Requested Class N/A	
Cost Centre			

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Property Management Programs & Integration (PMPI) is the primary point of contact and resource, for the regional offices within the Property Management branch, for business, technical, systems, and process expertise, with the goal of facilitating uniformity, continuous improvement, and innovation in relation to property management practices. Programs & Integration is accountable for knowledge management and consistency relating to Property Management business, accommodations, major maintenance, facilities management, and project delivery processes, as well as for providing associated training and identifying and promoting the application of best practices. The Building Support area focuses on providing expertise and leadership for a variety of technical elements associated with Property Management, including Occupational Health & Safety, Preventive Maintenance, Physical Security, and Energy Management.

This position is a key resource within the Building Support team; reporting to the Building Support Manager, this position is responsible to deliver OH&S services for Infrastructure's Property Management Branch in a constant and consistent manner at all work locations throughout the province. The OH&S Coordinator provides safety consultation to all Property Management Branch staff, including providing information, interpreting codes, regulations, and other safety legislation, making recommendations on the manner in which work is performed, equipment and facilities are used, and on safety systems and practices both general and specialized. Other responsibilities include conducting inspections, investigations, audits and training. This position will develop and maintain the Branch OH&S plan. This position will be aware of and align with the Public Service Commission's (PSC's) OH&S program and will collaborate with individuals from the Public Service Commission (PSC).

This position is based at the head office at the Infrastructure Building in Edmonton but is required to travel throughout the province to perform assessments, deliver presentations, and attend meetings with Property Management staff and external stakeholders (Total Property Management).

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Coordinates and assists with preparation of activity lists and hazard assessment/risk analysis documents site specific to the regional operations. Assesses needs, recommends delivery strategy and develops and conducts or contracts a variety of safety training courses in consultation with the Public Service Commission's OH&S program, the Building Support Manager, and Branch Directors who are jointly responsible for consistency of content and quality of programs.
- Conducts worksite inspections and prepares reports to monitor and evaluate work procedures or the working environment including equipment and facilities to ensure compliance with safety legislation, department policy, and safe work practices. Follows-up and assists staff and management by implementing changes recommended in inspection reports conducted by them and/or Infrastructure's other OH&S representatives and the Security Manager.
- Responds to serious incidents/accidents and reports to the Human Resources OH&S representative, the Property Management Executive Director, the Building Support Manager and other appropriate authorities as required. Reviews incident/accidents reports prepared by others and assists supervisors and managers with investigations.
- Coordinates the need for monitoring, evaluation and assessment of hygiene factors impacting employee health and safety in the region, in consultation with PMPI's Custodial Consultant. Oversees the resolution of hygiene issues with regional personnel and department Facilities Managers. Coordinates the delivery of services for health surveillance,

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medical monitoring, and consultative services for employee health.

- Provides guidance, technical advice, and comments to Property Management staff on legislated requirements, safety standards and safe operating procedures.
- Assist other branches within Properties Division on an "as needed" basis by providing advice and guidance related to workplace OH&S.
- Develops and implements annual safety plans and goals, in consultation with Infrastructure's OH&S Committee, for approval of Property Management's Executive Director.
- Prepares drafts and makes recommendations for safety policies and procedures in coordination with the Infrastructure's OH&S Committee.
- Develop and implement a tracking and reporting system and produce reports for the Executive Director and other Senior Management.
- Assist in the development of Sharepoint site as a central repository of OH&S related documents, reports, and general information.
- Establishes and leads the Branch OH&S Committee; conducts research, recommends direction, and provides advice and leadership to the OH&S committees in the regional offices; and is the Branch liaison in any joint worksite OH&S Committees.
- Establishes and maintains good working relationship with other regional and head office staff as well as with the public and private agencies to coordinate activities for the promotion of OH&S in the region.
- Collaborates with divisional counterparts to ensure cooperative and consistent delivery of services throughout the department. Participates in ongoing cross training with Regional Safety Officers and provides support for the safety program.
- Maintains an awareness of emerging trends, legislation, activities, and new development in the OH&S field.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Ability to objectively review and assess alternative methods proposed while remaining compliant with all legislation; regulations; acts; codes; policies and standards. Identify and provide recommendations or alternatives to eliminate or control worksite hazards. Develop codes of practice/safe work procedures for work of an unusual nature or for which there is no other documented process.
- OH&S Coordinator determines the health & safety status of a worksite, and exercises considerable judgement in selecting the technique, course of action and appropriate contacts when determining advice and direction to be given.
- OH&S Coordinator receives broad objectives and is expected to resolve the more complex problems relating to a particular discipline and refer only those issues which are contentious or go beyond the broad parameters set out in the policy and regulations. Also address new situations such as work processes that may be unique.
- Incumbent does not have the authority to order a stoppage of work or require correction action to achieve compliance with the OH&S legislation, where they believe the worksite or any activities taking place to be dangerous; however, they must report any infringements to the appropriate authorities.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Certification or eligibility for certification as a Canadian Registered Safety Professional (CRSP) or equivalent diploma/certification from an accredited institute, and/or equivalent Five (5) years of progressively responsible experience in the OH&S field. Preference would be given to persons with a Journeyman ticket and/or National Construction Safety Officer (NCSO) experience.

The role may involve periods of physical activity (e.g. walking, climbing, crawling, heavy lifting, bending, kneeling) and potential exposure to different environmental conditions.

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The role requires travel throughout the Province and requires that the employee have a valid Class 5 Alberta driver's license.

The OH&S Coordinator requires well developed and demonstrated:

- consultation, interpersonal, and relationship management skills
- analytical, research, and problem solving skills.
- written and verbal communication skills, including ability to interact effectively with a range of audiences.
- presentation and training skills
- organization and time management skills to function effectively in an environment with multiple priorities.
- collaborative working relationships with staff, clients, contractors, and other stakeholders
- commitment to client service, teamwork, and continuous improvement
- function independently as well as lead and contribute within a team environment.
- consistently demonstrate flexibility, initiative, professional judgment, political sensitivity, and creativity demonstrate high level of self-management skills with strong results orientation.

The OH&S Coordinator also requires:

- relevant business systems (e.g., Microsoft, Word, Excel and PowerPoint)
- relevant Federal, Provincial, Ministry and Department legislation, policies, procedures, directives, guidelines, goals and objectives, related to OH&S; such as, The Fire/Gas/Plumbing/Electrical Codes, the Occupational Health & Safety Act, General Safety Regulations, First Aid Regulations, WHIMIS Regulations, Noise Regulation, Chemical Hazard Regulation, Working Alone Legislation, Building Code, Fire Code, and safety related requirements for contracting and project management.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The OH&S Coordinator has regular contact with:

- Property Management Project Managers, Facilities Managers, Facilities Coordinators and other Ministry representatives (e.g., Senior Accommodations Planners, Planning Managers) to provide consultation, expertise and training relating to OH&S - solutions; resolve issues; and exchange information.
- Total Property Management (TPM) Contractors.
- Human Resources – OH&S Representative.
- Property Management staff at all levels.
- Properties Division Staff.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office