

JOB DESCRIPTION – SAFETY AND PUBLIC WORKS HUMAN RESOURCES COORDINATOR

Nature of Position

Reports to the Director of Corporate and Financial Services and collaborates closely with the HR Advisor and Director of Public Works Operations.

This role is responsible for supporting core human resources functions for the public works department while leading and administering the organization's occupational health and safety program. This role ensures compliance with employment legislation, workplace safety regulations, and organizational policies, while promoting a positive, safe, and productive work environment. The position works closely with management, supervisors, and employees to deliver HR services, coordinate safety initiatives, and foster a culture of safety, professionalism, and continuous improvement.

KEY RESPONSIBILITIES OF THE SAFETY COORDINATOR

- Coordinate and maintain the City's Occupational Health & Safety (OHS) program in compliance with WorkSafeBC, and related regulations.
- Facilitate or support Joint Health and Safety Committee (JHSC) meetings, including agendas, minutes, and follow ups
- Ensure compliance with provincial and federal safety legislation and regulatory requirements
- Coordinate safety orientation and ongoing training programs
- Lead workplace investigations related to incidents, injuries, near misses, and safety concerns; prepare reports and corrective action plans.
- Develop, implement, and maintain safety policies, procedures, safe work practices, and training programs.
- Track certifications, safety training, and competency requirements
- Coordinate safety training, orientations, and annual refreshers for employees and supervisors.
- Promote a proactive safety culture throughout the organization



KEY RESPONSIBILITIES OF THE PUBLIC WORKS HUMAN RESOURCES COORDINATOR

- Responsible for all HR duties related to Public Works staff including job postings, updating job descriptions, recruitment, discipline, etc.
- Provide administrative support to the HR department under direction of HR Advisor as needed
- Assists with recruiting tasks such as reviewing resumes, conducting and scheduling interviews, hiring, and following up with candidates
- Maintain accurate and confidential personnel files and HR databases
- Support performance management processes, including evaluations and tracking training requirements
- Assist with interpretation and administration of collective agreements, employment contracts, and HR policies
- Assist with employee orientation and training coordination
- Compile and process employee documentation and records and keep the employee database up to date
- Assist with policy updates

REQUIREMENTS

Education and Experience

- Post secondary Diploma or Degree in Human Resources, Business Administration, Occupational Health & Safety, or a related field. An equivalent combination of education and experience will also be considered.
- HR certification (e.g., CPHR) and/or Safety certification (e.g., CRSP, NCSO, or equivalent) is an asset
- Minimum 3–5 years of progressive experience in occupational health and safety and/or human resources, preferably within a municipal or public sector environment.
- Experience working in a unionized workplace is an asset.
- Experience with conflict resolution and negotiation skills

Knowledge, Skills & Abilities

- Ability to interpret policies, legislation, and collective agreements
 - Strong working knowledge of WorkSafeBC legislation, occupational health and safety standards, and HR best practices.
 - Excellent interpersonal and communication skills, with a collaborative and consultative approach.
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- Strong organizational skills and attention to detail, with the ability to manage competing priorities.
- Sound judgment, discretion, and ability to handle sensitive and confidential matters.
- Ability to work independently and collaboratively
- Advanced skills in computer applications including Microsoft Office products (Word, Excel, and Outlook) and HRIS systems

