

Building Maintenance Safety and Training Coordinator

DEFINITION

The Building Maintenance Safety and Training Coordinator has the primary role of working with the management team towards the prevention of work site incidents through monitoring and evaluation of work procedures and environments. The role is accountable for the education and training of personnel to ensure a safe working environment and the management of specific safety related inventory programs.

Works with workers, foremen, shop supervisors and contractors to increase safety awareness and improve work practices. Monitors worksites to ensure compliance with safety standards and coordinates and participates in safety meetings and worksite inspections.

TYPICAL DUTIES *

Coordinate the Building and Facilities Maintenance Section Occupational Health and Safety Program.

Supervision of specialized surveyors/labourers when specific projects are in place and additional support is necessary.

Researches and assists Supervisors and Foremen in the preparation of policies, procedures and reports related to health and safety, while conforming to corporate standards.

Assist Corporate OH & S Consultants in the timely investigation of incidents.

Monitors and pursues correction of all safety deficiencies.

Assist Corporate OH & S Consultants to deliver training when appropriately qualified to do so.

Provide initial response to front line questions regarding safety.

Manage specific inventory programs related to hazardous material and compliance to all existing safety standards.

Confers with clients and management to identify and develop reporting requirements, conduct business and technical studies and provide advice on specific safety related programs including strategy, policy and management.

Develops and implements a quality assurance system for data entry to maximize efficiency, effectiveness and overall quality of information available.

Coordinate, develops and performs risk analysis on specific projects and determines the impact on City of Edmonton operations and public health.

Maintain required records and documentation a variety of Safety related and Occupational Health issues.

Participate in related task forces and committees.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of technical principles and practices related to building construction and maintenance.
- Knowledge and comprehension of accident and incident investigation and risk analysis.
- Knowledge and comprehension of engineering terminology and techniques related to the work assigned.
- Firm understanding of Occupational Health and Safety Act, Regulations, and related codes.
- Knowledge of privacy legislation(s).
- Knowledge of database management and record keeping in order to quickly and accurately record and retrieve information.
- Ability to work independently and as a team member, exercising professional judgement and behaviour.
- Ability to evaluate and develop appropriate safety related training presentations.
- Ability to exercise judgement, decisiveness and creativity in situations involving evolution of information against sensory, judgemental or subjective data.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

- Completion of a 2 year diploma (or University Certification Program) in an appropriate engineering technological program or in Occupational Health and Safety.
- Possession of or ability to, obtain an Alberta Construction Safety Association (ACSA) National Construction Safety Officer Certification.
- Valid Alberta Class 5 driver’s license
- Three (3) years related experience in commercial construction or occupational health and safety.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	2134			

Last Updated:
Previous Updates:
Originated: November 2008