

Construction Safety & Training Coordinator

DEFINITION

This is Occupational Health & Safety technical work primarily responsible for monitoring field activities and developing and delivering training initiatives focussed on topics such as work site safety, public safety and public education for a diverse range of construction related staff. The Construction Safety and Training Coordinator may also perform these duties for construction contractors or may provide City safety guidelines to prime construction contractors. This is achieved through utilizing safety related computer software programs.

Work of this class typically involves the evaluation and assessment of safety work plans, documentation and work practices of contractors. The application of knowledge of a limited area of engineering practices acquired through training and experience is required. Clerical components require a technical background to complete assignments usually related to inspections; post-project evaluations of contractors' work; development and presentation of safety training. Often there is extensive use of computer software packages to collect and manipulate data used to generate various reports. The projects are such that they require the employee to consider a range of variables to solve problems and complete projects. Employees exercise initiative and work independently with employees, contractors, and school students.

Incumbents provide guidance, direction and consultative support to construction supervisors, project managers, engineers and field staff as it pertains to safety related issues. This position is primary in developing and delivering training initiatives focused on topics such as work-site safety, public safety and public education. This training is typically provided to employees and contractors. Normally a professional or technical supervisor identifies incidents requiring research or items of concern or focus for work to be performed.

TYPICAL DUTIES *

Assist the Construction Supervisor with the development of a safety program and with the implementation of a safety plan.

Performs pre-construction safety meetings with contractors; ensures that a prime Contractor understands City safety requirements or assumes the prime contractor role as it relates to safety plans.

Assembles tender document materials associated with safety, prime contractor and pedestrian accommodations.

Provides training to project managers, inspectors and contractors relative to the safety act codes, practices and regulations.

Conducts field inspections and incident reviews ensuring safety regulations are adhered to.

Reviews contractor documentation ensuring Health and Safety programs comply with City standards and regulations.

Evaluates staff training needs and coordinates appropriate training programs.

In consultation with the Occupational Health & Safety Consultant(s) and Corporate Hygienist, sets up and operates various safety equipment devices that monitor, collect data and summarizes this data to evaluate safety programs.

Sets up and utilizes computer software programs (in conjunction with established corporate computer systems) to track and report on various aspects of Occupational Health and Safety requirements and initiatives.

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Responds to public inquiries regarding safety concerns.

Works within the established corporate Occupational Health & Safety management systems framework and standards.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the technical and engineering principles and practices related to the work assignments.

Knowledge and understanding of accident and incident investigation and risk analysis.

Knowledge of engineering terminology and techniques related to the work assigned.

Knowledge of Occupational Health and Safety Act, Regulations and related Codes.

Knowledge of generally accepted construction methods and industry standard procedures.

Ability to set up and operate various safety monitoring equipment and devices, and analyze data collected by such devices.

Ability to communicate verbally and in writing with precision and accuracy.

Ability to evaluate and develop appropriate safety related training presentations.

Ability to set up and use various safety computer software programs (within established corporate systems) to track and report on Occupational Health and Safety requirements.

Ability to operate instruments and equipment related to the work assignments.

Ability to work out of doors for extended periods and under unfavourable weather conditions as required by the work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) year diploma (or university certification program) in an appropriate Engineering Technological program or in Occupational Health and Safety; plus three (3) years' experience related to the work assigned, including one (1) year of Contractor Safety Management experience.

* *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>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	2084		2089	
Grade	022		024	

Last Updated:	2013-06
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