

## Loss Prevention Coordinator

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### **DEFINITION**

This is technical work responsible for assisting the Wastewater Treatment Section to control loss in the areas of safety, environment, and plant or process upset. This is achieved through the development and implementation of comprehensive loss control and training programs, and through the provision of competent technical support.

A large degree of independence is exercised in planning and performing daily tasks. Major loss control issues and training needs identified within the Section will be reviewed, prioritized, and assigned by the immediate supervisor in consultation with plant management staff and the Branch Occupational Health & Safety (OH&S) Consultant.

### **TYPICAL DUTIES\***

Develop, implement, audit and maintain a comprehensive loss control program.

Conduct hazard assessments and inspections of plant facilities and activities.

Act as a resource to supervisors during investigations.

Verify the proper use of personal protective equipment, engineering and administrative controls.

Develop and update written work procedures, permitting requirements, codes of practice and competency standards.

Participate in emergency response planning and development.

Coordinate and participate in the development, delivery and maintenance of in-house loss control training in support of the loss control program and staff certification requirements.

Prepare, coordinate, schedule, deliver and evaluate effective in-house training.

Obtain and submit CEU credits to the appropriate accreditation body.

Support Occupational Health & Safety and Environmental Management System initiatives.

With guidance from the OH&S Consultant, provides technical advice and assistance to management, staff and contractors regarding the plant loss prevention program.

Prepare reports, compile statistics, analyze loss trends and promote appropriate work practices.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

Familiar with typical wastewater treatment processes and operations or equivalent industrial manufacturing or processing operations.

Intermediate level knowledge of word processing, spreadsheet, SAP and PowerPoint applications.

Knowledge of Occupational Health & Safety legislation and regulations as well as standard industry practices related to wastewater treatment, manufacturing or processing operations.

Knowledge of audit, inspection, and hazard assessment processes of plant facilities.

Knowledge of investigation techniques.

Ability to communicate effectively, both orally and in writing.

Ability to work outdoors for extended periods in unfavourable weather conditions.

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### **TRAINING AND EXPERIENCE REQUIREMENTS**

Two-year diploma in Chemical Technology, or Chemical Engineering Technology. An ASET designation would be an asset.

Four years experience in a municipal water/wastewater treatment, laboratory or industrial manufacturing/processing environment. Experience in hazard identification and control, either through job duties or experience on a safety committee. Experience as an adult instructor would be helpful.

Valid Class 5 Alberta Driver's License.

*\* 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	1882			

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