



*The City of Weyburn's mission is to provide leadership for the creation of a common vision and goals for planned economic growth, efficient use of resources, and a high quality of life in the Weyburn community.*

The **City of Weyburn** invites applications for the position of:

**SAFETY COORDINATOR**  
**Permanent Full Time**

The City of Weyburn is a dynamic, progressive municipality located in the heart of Southeast Saskatchewan. Recently voted the 5<sup>th</sup> best place to live in Canada by MoneySense magazine, the City has a population of 10,500 and a solid economic and community foundation upon which new opportunities are continuously built.

The Safety Coordinator is responsible for developing and implementing Occupational Health and Safety initiatives for the City of Weyburn to ensure the safety of the workforce and compliance with relevant legislation. This position reports directly to the Human Resources Manager.

The Safety Coordinator will:

- Promote health and safety awareness throughout the City to all employees and contractors;
- Develop and recommend City health and safety policy and procedures and ensures compliance to regulatory requirements. Ensures that practices are consistent and comply with legislation, collective agreements, administrative regulations, policies and procedures;
- Act as a City representative for the employer on the City of Weyburn Occupational Health and Safety committees;
- Act as the City's primary contact with the Workers Compensation Board (WCB) and coordinates claims management and rehabilitation services;
- Develop and encourage return-to-work programs and administers the City Wellness, Attendance Management and LTD claim programs;
- Act as the City's champion for health and safety and emergency management;
- Coordinate and assist with the conduct of new employee safety orientations;
- Oversee the Weyburn Airport Safety Management System;
- Provide consultation and advice to managers and staff on a wide range of human resource programs, processes, initiatives and labour relations matters;
- work in a friendly and respectful manner;
- perform other related duties as required.

Knowledge and Specific Training:

- Degree or Diploma in Occupational Health and Safety or an equivalent combination of education and experience;
- Certificate in Emergency Management will be considered an asset;
- Valid Class 5 driver's license;
- Excellent verbal and written communication;
- The successful candidate will be required to provide a satisfactory criminal record check prior to being confirmed into the position.

The City of Weyburn offers a competitive salary, benefit package and a rewarding and supportive work environment.

**Resumes will be accepted until 4:00 pm on Wednesday September 20, 2017.**

Please submit resumes or direct further position inquiries to:

Human Resources Manager – Joleen Tuchscherer  
157 3<sup>rd</sup> Street NE Box 370, Weyburn, Saskatchewan S4H 2K6  
electronic resumes to: [careers@weyburn.ca](mailto:careers@weyburn.ca)

Visit our website:  
[www.weyburn.ca](http://www.weyburn.ca)

*The City of Weyburn thanks all applicants for their interest in this employment opportunity, but only those chosen for an interview will be contacted.*