



External Posting
Non-Union Full-Time Position
Occupational Health and Safety Officer
Corporate Services Department
Competition # CSOHSS0324
Posting Date: Tuesday March 19, 2024
Closing Date: Wednesday April 4, 2024 at 4:00 pm

The Town of Truro will receive applications for an **Occupational Health and Safety Officer**. This is a permanent full-time non-union position.

Reporting to the Manager of Facilities and Safety, the Safety Officer will be responsible for facilitating compliance with the Occupational Health & Safety Act (OHSA). The Safety Officer monitors the work environment for unsafe acts or unsafe conditions as well as overseeing workplace safety of all employees employed by the Town, it is also the Safety Officer duty to oversee that all rules and regulations that apply to the health and safety in the workplace are met and adhered to by all working or entering the workplace environment.

The incumbent will provide support and actively advise in all aspects of occupational health and safety issues to the OHS Manager in ensuring Town of Truro Occupational Health & Safety compliance.

A complete job description is located on the Town of Truro website (www.truro.ca).

Qualifications and Requirements:

- Completion of Grade 12 High School or equivalent;
- NSCC - Occupational Health & Safety Diploma (2 year) or acceptable education/experience equivalent;
- Acceptable training in the field of occupational health & safety, enforcement/compliance, construction or related experience;
- Minimum of Two (2) years' experience in occupational health & safety or a combination of OHS and related experience;
- Possess a valid class Nova Scotia Driver's License with no restrictions;
- Sufficient progression to allow to the full working level within a two-year period, determined by the OHS Manager.

Additional Assets:

- Working knowledge of the Occupational Health & Safety Act, Workplace Health & Safety Regulations and related legislation;
- Working knowledge of the Town of Truro Occupational Health & Safety Program and accompanying Policy & Procedure Manual;
- Basic use and understanding of a computer including a variety of computer applications;
- Good organizational skills;
- Ability to maintain effective work relationships;
- Knowledge of enforcement procedures;
- Knowledge of the interface between labour and management in the workplace.

Special Requirements:

- Required to maintain confidentiality and discretion;
- Required to submit a current Police Records Check.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

Start Date: To be Determined

Salary: In accordance with Town of Truro approved non-union salary range for the Occupational Health and Safety Officer

Closing Date for Applications: Wednesday April 4, 2024 at 4:00 pm

Forward applications to: Tammy Hamlin, Manager of Human Resources
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer