



Health, Safety, and Emergency Measures Coordinator

The City of Swift Current is inviting applications for the position of Health, Safety, and Emergency Measures Coordinator in the Human Resources Department. This is a permanent full-time position. Reporting to the Director of Human Resources, this position coordinates the overall Health, Safety and Emergency Measures for the City of Swift Current; ensures the City's comprehensive Safety Program complies with regulatory agencies, corporate policies, procedures and practices. This position provides general consultative services on Occupational Health & Safety issues, claims management, disability management, safety training and development.

This position also develops and updates the Municipal Emergency Plan and the Social Services Plan; liaises with volunteer and non-government organizations; synchronizes partners' plans; and, oversees the training of persons assigned to roles within the emergency plans. Moreover, this position coordinates the emergency response and support agencies; ensures the community maintains a state of preparedness to deal with potential major emergency/disasters; and, directs the activities of the Volunteer Emergency Assistants.

Candidates should ideally have:

- Grade XII Education
- Safety Certification
- Emergency Management Certificate or the ability to complete the certificate program from the Justice Institute of British Columbia; or an equivalent course
- Knowledge of Occupational Health & Safety Act and Regulations
- Knowledge of Workers Compensation Board, disability and return to work practices
- Minimum of 3 years of related work experience
- Strong organization and interpersonal skills
- Excellent communication, presentation and training skills, both written and verbal
- A valid Saskatchewan Driver's License

The City offers an attractive salary and benefits package commensurate with qualifications and experience. Applications would be submitted no later than 4:30 p.m. on Friday, June 7, 2013.

Human Resources
City of Swift Current
P.O. Box 340
Swift Current, SK
S9H 3W1

Fax: (306) 778-2194
Email: hr@swiftcurrent.ca

*We wish to thank all candidates who apply,
however only those selected for interviews will be contacted.*