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SAFETY MANAGER Job Description

Job Summary

Reporting to the CEO, the primary responsibility of the Safety Manager is the overall development, implementation and auditing of the SER Health and Safety policies and programs throughout all phases of projects and all sites. The Safety Manager provides an important link between SER Operations and the client safety representatives. This position will be approximately 4 days in the office and 1 day in the field (subject to change based on operational needs).

Job Duties

- Develop, implement, audit and/or update health and safety programs, policies and training that will promote safe work habits and maintain compliance with all regulations, e.g., Safety Inspections, Worker Assessments, Safety Plan development, Emergency Preparedness, Ergonomics, WHMIS and related programs.
- Work with the SER Leadership Team to enhance safety culture and sustainability initiatives in support of the business strategy and goals.
- Makes strong business decisions utilizing strong understanding and interpretation of key health and safety indicators.
- Recent experience in providing advice and guidance to various stakeholders, such as managers, supervisors, employee representatives and health and safety committees.
- Partake in regular site visits into the field to complete safety audits, worker assessments, etc.
- Ability to Identify and act in accordance to unsafe acts, conditions, and hazards, investigate root causes, implementing corrective and preventative actions.
- Responsible for proper safety training, documentation, and mentorship.
- Mentor and lead management representative for the JOHSC.
- Analyze the current SER safety program to determine specific areas of need and promote continuous improvement.
- Manage WCB, BC Forest Safety Council (BCFSC) documentation and records.
- Lead yearly audit processes, working with an outside auditor, to continue compliance with the BCFSC BASE Audit program.
- Able to drive SER improvement change through strong partnership and influencing skills across the business and with varying functions that have different levels of risk.
- Represent SER in interactions with government agencies regarding compliance matters, including enforcement actions.
- Work with the CEO and Finance to develop an operational budget.
- Manage safety program and departmental expense spending within prescribed budgets. Responsible for vehicle documentation, including but not limited to maintenance records, insurance and ICBC claims.
- Regular monitoring of safety regulations (including Covid-19) to keep current with safety and compliance programs and implement changes.
- Analyze and generate reports as needed
- Other duties as required

Job Requirements

- A minimum of 3 years' experience in a Safety Management role, or combination of education and experience.
- Experience in managing complex projects from beginning to end.
- Experience and/or knowledge of working with First Nations.
- Experience working with remote teams is an asset.
- Superior time management, multitasking and organizational skills, able to prioritize tasks and meet tight deadlines.
- High level of proficiency in MS Office (most notably Excel, Word, and Outlook).
- Ability to interpret and implement company policies and procedures.
- Very strong communication skills – written, oral and presentation.
- Able to collaborate effectively with individuals across multiple functions and disciplines, within the company and outside the company.
- Strong follow-through skills and proactive.
- Strong problem-solving and emergency handling skills are essential.

Working Conditions

- This could be either a contract position or a part-time (less than 30 hours per week), permanent employee position.
- Schedules can change and flexibility is a must. Weekend work will be required on a regular basis.
- Majority of work is office-based.

Offers of employment for safety-sensitive positions involving fieldwork are contingent upon candidates being able to perform key physical tasks as described in the job posting and interview. This may include the ability to work in a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits).

The St'at'imc Nation stretches from Churn Creek to South French Bar; northwest to the headwaters of the Bridge River; north and east to Hat Creek Valley; east to the Big Slide; south to the island on Harrison Lake and west of the Fraser River to the headwaters of the Lillooet River, Ryan River and Black Tusk.

The area is known for its hot, dry summers, spectacular scenery, and history. There is no shortage of outdoor activities including fishing, hiking, biking, boating, and camping. We are located within easy driving distance of Vancouver, Whistler, Kamloops, and the Fraser Valley.

Application

Please send a CV and cover letter to hr@statimceco.com. Position is open until filled. Salary is commensurate with experience, please note salary expectations when applying.

All St'at'imc Eco-Resources hiring will be merit based. Where candidates are equally qualified, consistent with Section 42 of the BC Human Rights Code and Employment Equity Act, preference will be given to Indigenous people.

We would like to thank you for your interest in this position, only selected candidates will be contacted for an interview.