



Health, Safety, and Maintenance Specialist

Full Time: Monday to Friday, 8:30 AM to 4:30 PM
Starting at \$25.95 to \$27.02 depending on credentials and experience

Celebrating 50 years, Accredited Supports to the Community (ASC) is a not-for-profit charitable society that provides services across south-central Alberta for children, youth, and adults with developmental disabilities. ASC is seeking a motivated, professional, and experienced individual to fill the role of Health, Safety, and Maintenance Specialist.

Do you have experience and knowledge with Occupational Health and Safety, Transportation legislation and or building and property maintenance? Do you want to be part of a human services organization that provides support to children, families, adults, and seniors?

This role primarily entails monitoring and maintaining ASC health, safety, and maintenance standards for all facilities which encompasses the Olds Bottle Depot, 3 office and program sites in Olds, Airdrie and Strathmore, residential homes, property maintenance in Olds and Didsbury; and participation in a team that oversees the requirements of Alberta Transportation related to a small fleet of passenger vans.

WORKING CONDITIONS

Office Setting: administrative duties, computer use, sitting, reaching, standing, minimal lifting, walking. Fast-paced and demanding work environment. Working off-site may be required for site visits, inspections, monitoring contractor work, investigations, etc.)

DUTIES AND RESPONSIBILITIES for Health and Safety:

- Support the Joint Worksite Health and Safety Committee with the maintenance of ASC's Health and Safety program
- Ensure administrative processes and documentation are compliant with applicable legislations, regulations and agency policy
- Foster a positive culture of safety within the organization
- Assist with developing and implementing health and safety initiatives
- Assist with policy and procedure development, reviews, and updates as needed
- Lead worksite investigations of safety concerns, near misses, incidents, and injuries. Identify root cause, and produce reports with recommendations for corrective actions
- Work with the work site inspection team to ensure hazards are addressed
- Work to identify and inform management of upcoming maintenance needs and budgetary requirements
- Work with teams to complete formal hazard assessments, physical demands analysis and site-specific Emergency Response Procedures

DUTIES AND RESPONSIBILITIES for Building and Vehicle Maintenance:

- Respond to various service maintenance requests for ASC passenger vans
- Coordinate and schedule building, property, and vehicle maintenance and repairs by scheduling external professionals, contractors, electricians, plumbers, grounds maintenance crews and auto technicians.
- Track and file incident reports, maintenance requests and repair reports
- Obtain vendor quotes, price comparisons, make recommendations to senior management
- Monitor and maintain adequate supplies for maintenance projects, janitorial, and first aid kits

MINIMUM QUALIFICATIONS AND SKILLS

- Knowledge of or experience with Occupational Health and Safety and or Transportation Legislation
- Interest in Human Services and the needs of people with disabilities is an asset
- Minimum Grade 12 diploma
- Must be able to provide a clear Criminal Records Check
- Must have a valid class 5 driver's licence, use of a vehicle for work purposes, and carry a minimum \$2 million liability insurance (ASC provides mileage and expense reimbursement)
- Progressive administrative experience with the ability to self-manage a busy workload
- Relate well with people from diverse backgrounds
- Strong oral and written communication, and critical thinking skills
- Proficiently skilled with Microsoft Outlook and Excel, professional business communications
- Strong organization skills, attention to detail, and ability to multi-task and prioritize
- Able to pick up and implement new skills quickly and adapt to change
- Self-motivated team player who is able to work independently

Please introduce yourself by providing your cover letter with resume to hr@asc-mva.ab.ca. As interviews will be scheduled during this competition HSM0502 we suggest applying early. We would like to thank all candidates in advance for their interest in this position; however, only those being considered will be contacted.