

## OHS Coordinator

*Centrally located within Nova Scotia between two extraordinary coastlines, Colchester is a progressive rural municipality that offers an unparalleled work-life balance. It is a place that is affordable, welcoming, family focused, rich in diverse culture and natural beauty with thriving businesses and access to all the modern amenities typically found in an urban setting – without the common stresses of living in an urban setting.*

***The Municipality of Colchester is committed to treating people fairly, with respect and dignity. Our goal is to continue to move forward as a diverse and inclusive community representative of the citizens we serve by offering equal opportunities free of biases. We have formed an Equity, Diversity, and Inclusion Committee to keep us accountable and to help us reach this goal.***

***The Municipality encourages all qualified applicants who self-identify as Indigenous, Black/African Nova Scotian, Persons of Colour, Newcomers, Persons with Disabilities, 2SLGBTQIA+ to apply and self-identify on their applications.***

**About the role:** The OHS Coordinator is responsible for all Health and Safety functions for the Municipality. The position is responsible for leading the OHS Committee and related activities, coordinating OHS programming and training, all investigations and inspections, maintaining OHS data, managing Worker's Compensation Board cases, ensuring compliance with OHS legislation, overseeing OHS policies, and addressing all OHS concerns and inquires. Travel between facilities within the Municipality of Colchester will be required.

**Salary Range:** \$71,349 – \$82,743 based on a 35-hour work week. Full-time permanent position.

**Benefits:**

- Group Benefits - *Health, Dental, Life, Long Term Disability, and Accidental Death & Dismemberment*
- Retirement Plan - *Nova Scotia Public Service Superannuation Plan (Employer matched)*
- Professional Development Opportunities & Fitness and Well-being Incentives

**Qualities to succeed in the role:**

- Leadership ability
- Excellent communication skills
- Ability to interpret and review policies and standards
- Ability to prioritize workload and projects
- Self-directed and confident in abilities
- Innovative and able to offer recommendations based on expertise

**Education & experience required:**

- Post-secondary education in OHS, required. Completion of NSCC Health & Safety diploma is ideal.
- Minimum two years of experience in a similar role, required.
- Experience working with Nova Scotia Health and Safety Act, required.
- Experience managing Worker's Compensation Board claims, required.
- Experience in an OHS role in a unionized environment, an asset.
- Canadian Registered Safety Professional (CRSP) designation or working towards, an asset.
- Experience in municipal government, an asset.
- Must hold a valid Nova Scotia driver's license.

***The Municipality supports the principles of the Nova Scotia Human Rights Act and the principles of inclusion for persons with disabilities in the Nova Scotia Accessibility Act. Applicants are encouraged to contact Human Resources at (902) 843-4193 should assistance be required throughout the application and hiring process.***

**Only those selected for an interview will be contacted or updated on the status of their application.**

To apply, please submit a resume by October 1, 2024 by email to [kmacisaac@colchester.ca](mailto:kmacisaac@colchester.ca) To learn more about us, please visit our website at [www.colchester.ca](http://www.colchester.ca).

