



Mountain View
C O U N T Y

External Employment Posting

1408 Twp. Rd. 320 / Postal Bag 100, Didsbury, AB Canada T0M 0W0
T 403.335.3311 F 403.335.9207 Toll Free 1.877.264.9754
www.mountainviewcounty.com

MVC08 - 2025 – *Noon Friday May 30, 2025 – or until suitable candidate is chosen*
Health & Safety Coordinator – CAO Services

Full-Time 35-hour work week Monday through Friday (*this position is not eligible for remote work*)

Mountain View County:

We are an engaged rural and agricultural community inspired by the unique and diverse qualities of our people and environment. Our mission is to provide high quality services in support of a healthy, safe, and vibrant rural community.

What we can offer:

- 2025 Starting salary of \$78,826 per annum (dependent on experience and qualifications)
- Great benefits package including Core Benefits, Health and Wellness Spending accounts and Local Authorities Pension Plan (LAPP)
- Flexible work life balance options
- Professional Development

Position Summary:

This position is responsible for promoting, coordinating, implementing, monitoring, updating, and overseeing all aspects of the occupational health and safety management system (OHSMS) for Mountain View County. This position includes providing leadership, hands on support, training, subject matter expertise, and resources to all county staff on various Occupational Health and Safety (OH&S) topics. This position oversees compliance with Alberta's OH&S Act, Regulation, and Code, and works to maintain a Certificate of Recognition (COR) for Mountain View County through the Peer health and safety audit process. This position is also responsible for all administrative functions required, and for exercising independent judgement and action in organizing own work routines, handling routine work problems, and performing day to day activities.

Requirements:

- Completion of recognized health and safety designation or equivalent is preferred; example: Canadian Registered Safety Professional (CRSP);
- Preference will be given to those candidates possessing municipal health and safety experience and education/training through Alberta Municipal Health and Safety Association;
- Preference will be given to those candidates possessing AMHSA COR – Certified Auditor or the ability to obtain AMHSA COR Auditor certification;
- Three to five (3-5) years of progressively hands-on experience preferably in a municipal health and safety environment;
- Proven ability to demonstrate interpretation and application of applicable Health and Safety legislation in Alberta;
- High degree of competency in using computers for presentation, reporting and analysis, able to use Microsoft based Programs to analyze large volumes of information;
- Solid planning, organizing and problem-solving skills.
- Effective management, team building, leadership, and supervisory strengths. Commitment to continuous improvement and excellent customer service;
- Ability to communicate effectively using courtesy, tact, and discretion in dealing with requests, complaints, and clarification of information. Ability to work with the public and staff at all levels with minimal supervision in a multiple task environment.
- Valid AB Drivers License – (no more than six (6) demerits)

Submissions will be received until **Noon Friday May 30, 2025**. To apply for this position, please submit your resume with references to **Attention Human Resources**, in one of the following ways:

- Email to hr@mvcountry.com
- Fax to (403) 335-9207
- Mail to Mountain View County, PO Bag 100, Didsbury, AB T0M 0W0

Note: For a detailed Position Description please contact Human Resources directly at 403-335-3311 ext 153 or email your request to hr@mvcountry.com

We appreciate the interest of all candidates; however only those considered for an interview will be contacted.