

## Border Land School Division, Town of Altona & Municipality of Rhineland invite applications for a Workplace Safety & Health Coordinator

### Particulars:

Under the joint supervision and general direction of the Maintenance Manager at Border Land School Division, the Chief Administrative Officer at the Town of Altona, and the Chief Administrative Officer at the Municipality of Rhineland, the Workplace Safety & Health Coordinator is responsible for the development, implementation, and maintenance of the Workplace Safety & Health programs for Border Land School Division, Town of Altona and the Municipality of Rhineland. The successful candidate will work proactively with all locations and the Safety & Health Committees to ensure the safety and health of all workers. The successful candidate will retain a full-time position (40 hours/week) as a Workplace Safety & Health Coordinator stationed out of the Town of Altona office located in Altona, MB. This full-time position will commence August 2022. We are looking for candidates with knowledge of Workplace Safety & Health programs, the ability to conduct inspections, and ensure that procedures are aligned with provincial and federal regulations. In addition, we are seeking candidates who are self-motivated, have strong communication skills, and the ability to work independently within a team environment.

### Qualifications:

1. High School Diploma
2. A valid Class 5 driver's license and access to a personal vehicle
3. Preference will be given to candidates with relevant experience in workplace safety and health
4. Enrolment in or certification from a recognized institute specializing in a workplace safety and health related discipline, is considered an asset
5. Familiarity with provincial and federal regulations regarding workplace safety and health, is considered an asset

### Salary and Benefits:

The compensation package for this position is in accordance with the Border Land School Division Support Staff Compensation Agreement and the Agreement between Border Land School Division, Town of Altona & Municipality of Rhineland and the Workplace Safety & Health Coordinator.

### Applications:

For consideration, please forward the following documents:

1. Support Staff Application Form (available on [www.blstd.ca](http://www.blstd.ca))
2. Cover letter and resume

### For further information, please contact:

Barry Friesen, BLSO Maintenance Manager – (204) 324-9536

Dan Gagné, CAO Town of Altona – (204) 324-6468

Mike Rempel, CAO Municipality of Rhineland – (204) 324-5357

### Please submit in confidence to:

Kelsie Bell, Human Resources Manager

Border Land School Division

120-9<sup>th</sup> Street NW

Altona, MB R0G 0B1

Phone: 204-324-6491

Email: [HRManager@blstd.ca](mailto:HRManager@blstd.ca)

**Closing Date:** August 4, 2022 at 12 pm (noon)

Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks. We thank all applicants for their interest, however only those considered for an interview will be contacted.

