

## **Occupational Hygiene Officer**

### **University of Alberta**

Competition: 790

Department: HRHSE - Health Safety & Environment

Salary range: \$73,882 to \$123,130

Posted date: June 17, 2024

Closing date: Will remain open until filled.

Position Type: Full Time

### **Description:**

This position is a part of the Association of the Academic Staff of the University of Alberta (AASUA).

In accordance with the Administrative and Professional Officer Agreement, this full-time continuing position offers a annual salary range of \$73,882 - \$123,130.

In addition to the salary, the University provides a comprehensive Total Rewards and Benefits package.

- The costs for core benefit programs are paid by the University.
- Eligible employees may choose to purchase additional insurance coverage through payroll deduction.
- The Universities Academic Pension Plan (UAPP) is a defined benefit plan and contributions are shared equally by the University and the employee.
- Vacation for full-time continuing AASUA Administrative Professional Officer employees commences at 22 days per year.
- In addition, employees are entitled to time off during the winter closure period, tuition remission for U of A courses, and access to recreation and sports facilities!
- A list of the comprehensive benefits package can be found on our Benefits Overview page.

Relocation assistance may be provided for this role.

**Location** - This role is hybrid with a mix of remote and in person with on-site work taking place at North Campus, Edmonton.

## **Working at the University of Alberta**

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages and cultures of First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

The University of Alberta is a community of knowledge seekers, change makers and world shapers who lead with purpose each and every day. We are home to more than 14,000 faculty and staff, over 40,000 students and 260,000 alumni worldwide.

Your work will have a meaningful influence on a fascinating cross-section of people — from our students and community members, to our renowned researchers and innovators, making discoveries and generating solutions that make the world healthier, safer, stronger and more just. Learn more.

## **About Human Resources, Health, Safety and Environment**

“Hire great people and give them freedom to be awesome.” — Andrew Mason

Thriving organizations are built on people. The Human Resources, Health Safety and Environment (HRHSE) portfolio is composed of exceptional people creating a people focused culture to support the institution's vision.

At the U of A, safety is central to how we work, study, and conduct research. Our Health Safety and Environment team plays a key role in promoting and maintaining safety as a core value. Building a robust and sustainable safety culture where everyone owns their safety performance and that of others, HSE leverages its expertise to enhance the health, safety and environmental well-being of the university community.

Join our practical, results-driven, energized, and engaged team and see firsthand how we live our values, drive change and lead with purpose!

## **Duties**

Administer, develop, deliver, improve and sustain institutional health, safety and environmental systems and programs including:

- Culture of Care and organizational culture Initiatives
- Provide professional level subject matter expertise, regulatory management and consulting services in occupational hygiene, chemical safety and occupational health and safety

- Act as key institutional lead and oversees compliance with various federal, provincial and municipal regulators
- The health, safety and environment management system (HSEMS) and related documents and records
- Provide guidance regarding the university's asbestos management program
- Lead incident investigations, occupational hygiene assessments and inspections and health, safety and environment improvement projects
- Occupational hygiene, chemical safety and occupational health and safety training programs

The Occupational Hygiene Officer also provides the following support and administrative services:

- General and specific occupational hygiene, chemical safety and occupational health and safety hazard and risk assessments
- Author and facilitate HSE guidance documents, training programs and presentations
- Participate in on call services and respond to incidents and emergencies
- Support and advise clients, HSE leaders, and other HSE units as required
- Resolve issues and conflicts
- Administers the Hazard Assessment Web Application in conjunction with a third party supplier
- Develop, maintain and audit required files, databases, documents and records
- Act as an HSE liaison for assigned HSE Faculty/Portfolio Committee(s)

## **Qualifications**

### **Experience**

- Seven to ten years of experience working in a professional Occupational Hygiene and Occupational health and Safety role in public, private sector or higher education environments

### **Knowledge, Skills and Abilities**

- Expert level knowledge and understanding of:

- Occupational Hygiene, Chemical Safety and Health, Safety and Environment Management Systems
- Federal, provincial, and municipal acts, regulations, codes, standards, bylaws and guidelines
- Hazard assessment processes and development of hazard control programs
- Excellent technical oral and written communication skills
- Strong research, data analysis, project management and problem-solving skills and the ability to find workable solutions that meet regulatory and policy requirements
- Incident investigation and report writing skills
- First responder and incident command management skills
- Strong relationship-building, influencing and interpersonal skills and the ability to work with diverse stakeholder groups
- Computer literacy including strong data, document and record management (Google Workspace, MS Office, etc.) and reporting skills
- Full (non-GDL) Class 5 driver license is required

## **Education and Designations**

### **Minimum Requirements**

- Post-secondary or tertiary degree in Science, Engineering, Public Health, Environmental Science or Occupational Health and Safety
- Canadian Registered Safety Professional (CRSP) or equivalent professional designation in good standing
- Registered Occupational Hygiene Technologist (ROHT) professional designation in good standing in combination with progressive experience in complex work environment

### **Preferred Requirements**

- Certified Industrial Hygienist (CIH), Registered Occupational Hygienist (ROH) professional designations in good standing

## **Application Instructions**

- Applicants must provide proof of current, valid Professional Safety Designation(s) - attach document under "Other".
- Please upload your cover letter and resume as one document

At the University of Alberta, we are committed to creating an inclusive and accessible hiring process for all candidates. If you require accommodations to participate in the interview process, please let us know at the time of booking your interview and we will make every effort to accommodate your needs.

**We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.**

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Metis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.

**To apply, please visit: <https://apptrkr.com/5341935>**

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