



Make working for
The City work for you.



OHS Program Specialist

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The City is making a transformational shift in how we approach Occupational Health and Safety (OHS). As an OHS Program Specialist in the OHS Business Unit (BU), you will manage several corporate health and safety programs, rightsizing the programs to the City's OHS risks. You will accomplish this by developing program content and supporting materials and supporting program integration into business unit safe work procedures throughout the City. Additionally, you will provide technical program support and deliver training sessions to internal partners including OHS staff and business unit management teams to ensure proper application of these programs. You will be integral in fostering a culture of safety at The City, with a focus on prevention and continuous improvement in workplace safety practices. Primary duties include:

- Oversee and improve a portfolio of assigned corporate-wide safety programs.
- Review incidents, near-misses, audit results, and metrics to identify gaps in the application of programs. Address the gaps through program improvements.
- Implement continual improvements in safety programs to minimize employee injury risks, ensuring alignment with OHS strategies and operational requirements of City business units.
- Review field reports (e.g., hot work permits, chemical waste disposal, hazardous energy exposures, Transportation of Dangerous Goods) in association with OHS Audit and Assurance to confirm proper corrective actions were taken, confirm control measures are effective as planned, and work with business unit management to implement newly introduced control measures.
- Recommend and implement procedural changes for ongoing compliance with legislative requirements.
- Provide education, guidance and support to staff and supervision to achieve safety program goals.
- Conduct formal and informal safety training for OHS staff, employees, contractors, and volunteers.

Qualifications

- A degree in Occupational Health and Safety, Safety Engineering, Science, Biology, Kinesiology or a related field.
- At least 5 years of experience in building and operating safety-related programs, performing trend analysis, and implementing continual improvements.
- A Canadian Registered Safety Professional (CRSP) or an equivalent designation would be considered an asset.
- A strong knowledge of relevant regulations and standards (e.g., OHS Act, regulation and code, ergonomics, anthropometry, biomechanics).
- Experience with disseminating information through a variety of channels, including formal reports, presentations, and training sessions is a strong asset.
- Success in this position requires excellent written and verbal communication skills and the ability to clearly convey complex concepts to a diverse audience.
- Strong organizational and project management skills, including the ability to manage several projects simultaneously.

Note: Applicants selected for an interview may be asked to complete a work simulation exercise and provide a writing sample.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Temporary (up to 22 months)
Compensation: Pay Grade 12 \$47.01 – 62.84 per hour
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Occupational Health & Safety
Location: 201 8 Avenue SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: March 19, 2025
Job ID #: 311566

Apply online at www.calgary.ca/careers