



CORPORATE SAFETY & RISK PREVENTION COORDINATOR

The Job

The Town of Edson is seeking a dedicated Corporate Safety and Risk Prevention Coordinator to lead the development, implementation, and maintenance of our corporate-wide Occupational Health and Safety (OH&S) compliance and risk management strategies. This role plays a vital part in fostering a culture of safety while ensuring the organization meets all regulatory and legislative requirements. The successful candidate will assess risks, provide coaching and training, and develop resources to help prevent financial and operational losses, as well as reduce workplace injuries and illnesses. In addition to managing workplace safety initiatives, this position will oversee risk mitigation strategies, insurance compliance, and workplace incident investigations to protect both employees and Town assets.

The Candidate

The ideal candidate is a safety-conscious professional with a strong understanding of occupational health and safety legislation, risk management principles, and compliance strategies. They will have experience in workplace safety program development, incident investigation, and emergency preparedness, along with the ability to interpret and apply evolving safety regulations. Strong analytical skills and attention to detail are crucial in identifying risks and implementing preventive measures. The candidate should also be an effective communicator, capable of coaching and mentoring staff at all levels while fostering a proactive safety culture. Experience with digital safety tracking systems and risk assessment tools is an asset.

If you are passionate about workplace safety and risk prevention and want to make a meaningful impact in our community, we encourage you to apply!

In addition to the above, we require applicants to possess:

- Post secondary diploma or certification in the Health and Safety discipline.
- 5+ years of progressively responsible and direct professional experience in OHS management, with expertise in COR safety programs and audits, risk management, safety program development, contractor safety management, and incident/injury management.
- NCSO (National Construction Safety Officer) or other similar designation preferred.
- Risk Management certificate (CRM) is preferred.
- AMHSA (COR) Health and Safety Auditing Certificate is preferred.
- Certificate as a Health and Safety Auditor, preferably with AMHSA, is considered as asset.
- Class 5 driver's license.
- Successful completion of a satisfactory criminal record check.



About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. Working with this team is more than just bringing a skill—it's about embracing a passion for service, collaborating with others, and taking pride in what you do every day.

What do we offer?

Compensation

The wage range for this position is \$87,300 - \$104,400, per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience and available budget.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter, quoting competition #EDSOM-202505 by April 27, 2025.

In your cover letter, tell us about yourself, what you value, and why you're interested in this position.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202505