



JOB POSTING

OCCUPATIONAL HEALTH & SAFETY ADVISOR

(Permanent, Full-time, Exempt position)

The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,642 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

The City of Parksville has an opening for an Occupational Health & Safety Advisor. Reporting to the Director of Human Resources & OHS, this position is responsible for leading the City's Occupational Health, Safety and Wellness programs. The OHS Advisor will work collaboratively with all departments including the City's fire department to provide guidance, training and practical solutions that ensure compliance with WorkSafeBC regulations and best practices. This role requires a proactive, and independent professional who can collaborate with leaders, employees, and committees to identify risks, implement safe work procedures, and promote continuous improvement in health and safety practices.

This position will appeal to a proactive and collaborative safety professional who thrives in a dynamic municipal environment where leadership, innovation, and continuous improvement are valued. The successful candidate will bring a strong working knowledge of occupational health and safety legislation, disability management practices, and training program development, with a proven ability to foster a culture of safety and wellness across diverse operational settings.

Key responsibilities include leading the development and implementation of health and safety programs and procedures; conducting risk assessments and incident investigations; managing disability and return-to-work programs; and coordinating training and wellness initiatives. The OHS Advisor works closely with managers, employees, committees, and external agencies to ensure compliance with WorkSafeBC regulations, promote safe work practices, and support employee well-being. Establishing and maintaining effective working relationships across departments, including Fire, Operations, and City Hall, is essential to success in this role.



The ideal candidate will possess

- Post-secondary degree/diploma in Occupational Health and Safety discipline or equivalent. A combination of relevant experience and education will be considered.
- A minimum of three (3) years' experience in an Occupational Health and Safety role, preferably in a unionized environment and within a local government or other public sector organization.
- Canadian Registered Safety Professional (CRSP) Certification or Canadian Registered Safety Technician (CRST) Certification.
- Intermediate First Aid Level or equivalent.
- Possession of a valid Class 5 BC Driver's Licence with a good driving record.
- The ability to work flexible hours when required

The City offers a competitive salary range \$92,449 - \$106,088 depending on relevant experience and credentials) and a comprehensive benefits package including an earned day off program upon completion of probation.

To view a complete job description, visit www.parksville.ca. Applicants may apply in confidence by providing a cover letter and current resume via email to: hr@parksville.ca, **please include OHS Advisor in the subject line.**

This opportunity will close on Friday, November 14, 2025, at 4pm. The City of Parksville thanks all applicants in advance for their interest; however, only those selected for an interview will be contacted.

If you would like to request an accommodation or assistance at any stage of the process, please contact human resources (HR@Parksville.ca) for confidential support.