

## **Border Land School Division & 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 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 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 part-time position (30 hours/week) as a Workplace Safety & Health Coordinator stationed out of the BLS D Division Office located in Altona, MB. This part-time position will commence August 2022 and has the potential to increase to full-time hours in the future. 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 & 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.blsd.ca](http://www.blsd.ca))
2. Cover letter and resume

### **For further information, please contact:**

Barry Friesen, BLS D Maintenance Manager – (204) 324-9536  
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@blsd.ca](mailto:HRManager@blsd.ca)

**Closing Date:** July 12, 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.

