



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Capital & Housing Dept. Foreman/Occupational Health and Safety Officer
DEPARTMENT	Administration
SUPERVISOR	Capital and Housing Manager
DATE POSTED	April 29, 2019
STATUS	Regular Full-Time
SALARY CLASSIFICATION	Level 7
CLOSING DATE	FRIDAY, MAY 10, 2019

Job Summary:

Reporting to the Manager of Capital & Housing, the Foreman/OH&S Officer plays a vital role in ensuring that field operations are conducted in a timely, safe and efficient manner and that essential Occupational Health & Safety standards are applied in the workplace. This position is also responsible for managing all on-site workers, contractor compliance and training in health and safety. The Foreman/OH&S Officer is a front-line worker for NND and must be able to represent NND in a professional and courteous manner.

The Foreman/OH&S Officer is proactive in educating staff and others about risk awareness, creating safe conditions, and about the employee's responsibility to ensure that the workplace is safe and healthy. The incumbent will also be responsible for eliminating workplace risks at the source and involving all staff in the formulation and implementation of health, safety and welfare standards

QUALIFICATIONS

- Working knowledge of Occupational Health & Safety Act and Regulations, Canada Labour Code and WCB directives
- Demonstrated experience in leadership and in training and accident prevention
- Strong documentation and presentation skills
- Good oral and written communication skills.
- Good organizational skills.
- Ability to maintain effective work relationships.
- Experience leading construction and renovation projects
- Experience estimating the costs and timing of jobs
- Excellent communication skills for working with citizens
- Demonstrated ability to read plans
- Ability to work outside regular working hours to respond to emergencies
- Ability to deal with angry or emotional individuals
- Strong planning skills
- Supervision of field crews
- Understanding of contract terms and language
- Experience in building maintenance and repair

For a copy of the job description or to submit your Cover Letter and Resume, three professional references, including your most recent employer please contact:

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