

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION- LOCATION – 77 JAMES ST N SUITE 400)

SENIOR PROJECT MANAGER SAFETY AND PROGRAM COMPLIANCE

SUMMARY OF DUTIES

Reporting to the Manager of Business Initiatives, the incumbent is responsible for developing, implementing and maintaining departmental and divisional health, safety, and training and onboarding program to ensure compliance to the Occupational Health and Safety Act and corporate policies and procedures.

The incumbent will ensure that the workplace meets or exceeds compliance of all legislated requirements including: The Commercial Vehicle Operator's Registration (CVOR), Occupational Health & Safety Act, Employment Standards Act, Highway Traffic Act (HTA) and all applicable Corporate Policies.

GENERAL DUTIES

Develop and update divisional safety training policies and procedures, goals and objectives and design, evaluate content training programs.

Liaise with various provincial ministries and other professional organizations with respect to workplace safety and training.

Maintain an up-to-date knowledge of health, safety and environmental laws, regulations, policies, and procedures impacting the City and TOM staff.

Thoroughly understand how to apply them to mitigate risk for TOM staff and the City as the employer.

Provide guidance to people leaders (including managers and director) to ensure that regulatory obligations are met
Conduct worksite inspections, audits, and assessments to ensure compliance and reduce risk and liability. Identify corrective actions if needed.

Continuously monitor workplace safety practices and the divisional safety program to identify areas for improvement.
Recommend, lead, and manage continuous improvement projects to facilitate and track safe work practices.
Manage and oversee training coordination including the divisional training budget.

Manage and oversee onboarding of new staff.

Manage and lead the development in databases for conducting inspections, logging meetings and logging training
Provide guidance to help ensure that legal and corporate requirements are met.

Act as a safety subject matter expert with divisional emergency planning.

Encourage and promote a high level of safety awareness. Provide guidance and instruction regarding H&S administration, TOM's training needs, regulatory requirements, corporate requirements, and corporate resources
Provide supervisory support as this staff member's leader

Conduct training seminars and presentations on safety-related topics.

Act as a subject matter expert and work alongside Supervisors to address staff concerns / questions

Act as a subject matter expert during Joint Health & Safety Meetings.

Support management with incident / accident investigations, when required. Follow-up to ensure that corrective measures are implemented following accidents / incidents.

Provide on-road observation and provide assistance to drivers as necessary.

Assist in enforcement of City of Hamilton policies and procedures regarding drivers and compliance.

Work flexible/extended hours on short notice to provide service to user groups with staff on afternoon or night shift.

Other duties as assigned or requested by management. Perform other duties as assigned which are directly related to the normal performance of the job.

QUALIFICATIONS

1. Post-secondary education in a professional discipline combined with Safety, and Training program experience within a large-scale operation in the fleet, equipment, or related industry, or an equivalent combination of education and/or relevant experience.
2. Certificate or Degree in Occupational Health & Safety or Industrial Hygiene through a College or University.
3. Familiar with applicable legislation and regulations (ex: Occupational Health & Safety Act, Employment Standards Act, Highway Traffic Act, Commercial Vehicle Operator's Registration). Ability to stay up-to-date on changes to applicable legislation (ex: Occupational Health & Safety Act, Employment Standards Act, Highway Traffic Act, Commercial Vehicle Operator's Registration).
4. Knowledge of factors that pose potential or actual danger to health or safety in the workplace and the appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies and procedures.
5. Health, safety, and training program experience in a public works environment.
6. Ability to recognize hazards and unsafe working conditions. Certification and/or experience in utilizing adult learning techniques, be comfortable presenting training material and performance measures to a variety of audiences. Proven facilitation and presentation skills, with the ability to produce professional PowerPoint presentations complete with video and animation.
7. Previous training program experience, within a large-scale operation in the fleet, heavy equipment, or related industry.
8. Demonstrated experience in developing and implementing needs assessment strategies, instruments and analysis.
9. Demonstrated experience and ability to research, analyze and design training packages.
10. Superior proven communication skills, both oral and written to deal tactfully with staff, external agencies and the general public.
11. Superior computer skills with Microsoft Word, Excel, Outlook, and PowerPoint applications. Ability to create complex spreadsheets linking data from multiple spreadsheets to create high quality charts and graphs and reports. Ability to produce professional PowerPoint presentations complete with video and animation.
12. Excellent organizational and project management skills. Demonstrated ability to organize work, set priorities and meet multiple deadlines.

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13. Knowledge of all applicable corporate policies and relevant legislation (i.e. Training and education policies, Workplace Occupational Health and Safety Act, National Safety Code and Book 7 etc.). Knowledge of the City's health and safety policies and procedures, City's training programs and courses. the City's training resources and departmental portals (i.e. HOWI, Procurement Resource Centre, etc.).
14. Proven investigation and problem-solving skills in a multidisciplinary environment.
15. Ability to create complex spreadsheets linking data from multiple spreadsheets to create high quality charts and graphs and reports.
16. Ability to exercise discretion, judgement, and work with a degree of autonomy.
17. Ability to gain knowledge of the City's onboarding procedure, resources, and departmental portals (i.e. HOWI).
18. Ability to gain Knowledge of the specific health, safety, and training requirements for Transportation, Operations & Maintenance staff.
19. Knowledge of legislative requirements at all levels of government.
20. Knowledge of industry best practices in construction and industrial environments.
21. Possession of a valid Class "G" driver's license and access to a personal vehicle.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
