



Safety Compliance & Accessibility Coordinator (Sick Leave Replacement Contract)

The successful applicant will act as a resource person and oversee the design, implementation, regulations and standards relating to the Corporation's Health & Safety, Accessibility and Emergency Management. This contract position is for a period covering a sick leave replacement. This contract will terminate at the point the Town deems the sick leave absence has ended.

Responsibilities:

- Provide staff training on policies as required
- Review, develop, implement and monitor Health & Safety policies, programs and procedures
- Prepare policies, procedures and guidelines to ensure compliance with the AODA
- Provide internal investigative support as required for policy infractions or injury follow-ups

Qualifications:

- Post-secondary education in a related field with advanced training in Occupational Health & Safety, Ergonomics or Accessibility
- Strong skills using Microsoft Office products
- Excellent research, report writing and presentation skills
- Ability to work in multi-team environments and manage multiple work processes

Salary: \$31.14/hour, based on 35 hours per week

Interested applicants should forward a resume and cover letter marked Safety Compliance and Accessibility Coordinator Sick Leave Replacement File #14-2021, no later than March 22, 2021 at noon to: hr@greaternapanee.com or

Town of Greater Napanee
Attn: File #14-2021- Safety Compliance &
Accessibility Coordinator Sick Leave Replacement
124 John Street, P.O. Box 97
Napanee, Ontario K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We accept all resumes, however, only those candidates invited for an interview will be contacted by Pesce & Associates. Information collected will be used in accordance with the MFIPPA for candidate selection.