

# Safety and Emergencies Manager

Town of Quispamsis



## The Opportunity

The Town of Quispamsis is seeking a Safety and Emergencies Manager to join our team. The Safety and Emergencies Manager ensures compliance with health and safety regulations, investigates incidents, promotes a proactive safety culture and ensures municipal readiness for major emergencies. This role involves collaborating with management and staff, staying updated on industry practices and legislative changes, managing health and safety programs. The role also leads municipal emergency preparedness, mitigation, response and recovery activities, in collaboration with local emergency management organizations.

## Key Responsibilities

- Ensure compliance with Health and Safety policies and procedures with local, provincial and federal regulations.
- Investigate and report on incidents, accidents, and near-misses, recommending corrective actions to prevent recurrence.
- Develop and implement health and safety programs, including standard operating procedures, field level hazard assessments, policies and training to mitigate risk, optimize worker's health and safety and foster a positive occupational health and safety culture.
- Lead and participate in workplace inspections to ensure that equipment, materials and work areas do not present a safety or health hazard to employees.
- Participate in the Joint Health and Safety Committee.
- Follow all safety protocols as identified in the town's safety manual, updating as required.
- Lead major emergency mitigation, preparedness, response and recovery activities for the town, in collaboration with the local emergency management organization (EMO).
- Provide collaborative leadership to the local emergency preparedness team (EPT).

## Qualifications

- Possess post-secondary education in occupational health and safety or related discipline.
- At least 4 years experience in a position related to Occupational Health and Safety OR Certified Emergency Management designation OR at least 4 years experience in emergency services or emergency management settings.
- Demonstrated knowledge of health and safety regulations in New Brunswick.
- Ability to manage multiple priorities and thrive in a fast-paced environment
- Strong verbal and written communication skills as well as strong interpersonal skills and the ability to motivate differing personalities.
- Strong knowledge of MS Office skills required.

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- Demonstrated ability to instruct others is considered an asset.

## Work with Us

As a full time, permanent employee with The Town of Quispamsis, you will enjoy a comprehensive benefits package including:

- Flexibility in scheduling with a 4-day compressed work week option
- Health and dental benefits
- Enrollment into our defined benefit pension plan with no waiting period
- Subsidized fitness plan

## Applications

Applications will only be accepted through our online application system until April 4th, 2025, at 5:30pm. Qualified applicants should submit their cover letters and resumes to:

Human Resources Department  
Town of Quispamsis  
Competition number: 2025-03

*When applying online, please submit your cover letter and resume together as one document.*

[Click here](#) to apply online

*The Town of Quispamsis is an equal opportunity employer. Only those applicants being considered further will be contacted.*