

## Health and Safety Specialist

<b>Service Area:</b>	Corporate Services
<b>Department:</b>	Human Resources
<b>Work Location:</b>	City Hall, 1 Carden Street
<b>Work Mode:</b>	Hybrid
<b>Job Type and Duration:</b>	Temporary, Full time Vacancy approx.. 6 months
<b>Position Availability:</b>	1 existing vacant position
<b>Salary Range:</b>	\$47.50 - \$59.38 per hour
<b>Affiliation:</b>	Non-Union
<b>Posting Period:</b>	March 25, 2026 to April 7, 2026 11:59 p.m.

### Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

### What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

### Position overview

Resumes are being accepted for the temporary position of **Health and Safety Specialist** within the Human Resources department. Reporting to the Manager – Employee Health, Safety and Wellness, the successful candidate will provide technical expertise with a focus on quality customer service and continuous improvement. Guided by the goals and objectives of the City of Guelph Administrative Plan and committed to the Corporate Values of integrity, excellence and wellness,

the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

## Key duties and responsibilities

- Works with established team of Health and Safety Specialists to assist in the development and implementation of corporate health, safety programs, policies, and strategies to assure the fostering of a healthy workplace, strong safety culture and ongoing compliance with applicable employee health and safety legislation/directives and guidelines
- Monitors, reviews, interprets, and summarizes legislative requirements regarding health and safety/compliance; recommends and develops strategies and solutions and assists with implementing resulting infrastructure and operational changes and upgrades
- Ensures standardization across division for all legislation and regulations
- Solicits, coordinates, and consolidates staff and peer input on legislative and regulation changes
- Liaises with regulatory or government officials to ensure all related supporting documentation is accurate and regulatory response deadlines are met
- Develops, administers and reports on safety audits to promote legislative compliance and due diligence
- Consolidates, analyzes, and summarizes health and safety/compliance data for management, operations, inspections and reports; produces required presentations and reports
- Assists in the development and delivery of related management, technical, and administrative training
- Assists with maintenance of tracking system, and development of standard operating procedures
- Coordinates health and safety/compliance training and records management with site employees and Human Resources to ensure that all records are maintained, current, and readily accessible
- Assists with the completion of Job Safety Analysis (JSA) and updates, identifies training gaps, and works with the Human Resources department to reconcile with corporate training scheduling and records
- Develops and recommends proactive strategies and cost-effective alternatives to deal with emerging health and safety trends
- Investigates and determines contributing factors for all accidents and/or incidents, including workplace violence, and recommends prevention or corrective strategies to reduce the likelihood of recurrence
- Monitors all health and safety policies and procedures to assist supervisors in ensuring staff compliance
- Develops and updates orientation packages and requirements for contractors working on site, temporary staff, and alternate site uses i.e., research/tours
- Maintains and updates all health and safety related documentation including SDS
- Implements and coordinates departmental specific programs related to health and safety and/or compliance
- Participates on departmental Joint Health and Safety Committees as a resource
- Performs other duties as assigned

## Qualifications and requirements

- Considerable experience related to the duties listed above, normally acquired through the completion of a university degree/college diploma in Occupational Health and Safety,

Compliance or a related discipline and considerable experience in safety/compliance program development, implementation, and maintenance in a municipal, industrial or manufacturing environment. Candidates with an equivalent combination of education and experience will be considered.

- The Canadian Registered Safety Professional (CRSP), Certified Health & Safety Consultant (CHSC) designation or ability to apply for such would be considered an asset
- Must possess a valid Class G drivers licence with a good driving record
- Excellent customer service skills with the ability to resolve inquiries/complaints in an effective manner
- Analytical and organizational skills with the ability to manage multiple assignments in order to meet deadlines in a very demanding service focused environment
- Excellent communications skills (both oral and written) with the ability to influence and communicate with all levels of staff, stakeholders and the general public
- Excellent facilitation skills in order to conduct training and workshops
- Advanced skills in Microsoft Office (Word, Excel and PowerPoint)
- A team player with excellent conflict resolution and leadership skills
- Ability to analyze and investigate problems, identify alternatives and make recommendations in order to implement procedures and policies
- Thorough practical knowledge and experience with Ontario's Occupational Health & Safety Act, Workplace Safety and Insurance Act and other related regulations

## Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

## How to apply

Click "Apply Now" on the top right hand side of your screen by **April 7, 2026**.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

## Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

## Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you

need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

## Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.