JOB DESCRIPTION

Employee Services Clerk (Health and Safety)

Department	Employee Services	**Reports To**	Health and Safety Officer
Indirectly Reports to:	Human Resources Administrator		
Indirectly Supervises:	N/A		
Union	Exempt		

POSITION SUMMARY:

Under the direction of the Health & Safety Officer, the Employee Services Clerk supports health and safety operations through documentation management, compliance tracking, training coordination, incident reporting, and administrative support. The role also provides administrative support to Human Resources in areas such as recruitment administration, onboarding, and employee records maintenance. Special project work may be assigned as required.

KEY DUTIES PERFORMED:

HEALTH AND SAFETY (APPROXIMATELY 80%)

1. Responsible for the daily administration and management of health & safety documentation in accordance with city policies, WorkSafeBC requirements, and record retention practices.
2. Provides clerical support for all Health & Safety matters including claims management, training, contractors, injury, reporting, Joint Occupational Health & Safety Committees.
3. Maintains health & safety records, databases, filing systems, and documentation to ensure accuracy, confidentiality, and regulatory compliance.
4. Maintains employee training records and schedules mandatory and departmental safety training.
5. Updates, prepares, produces, and distributes health & safety reports, statistics, correspondence, and other documentation as required.
6. Maintains and updates health & safety orientation materials, training resources, manuals, and departmental reference documents.
7. Assists with the collection, organization, and analysis of data for health & safety reporting, program evaluation, regulatory compliance, and organizational initiatives.
8. Coordinates meetings, prepares agendas, and records accurate meeting minutes for health & safety related committees and meetings.
9. Composes, prepares, and distributes health & safety correspondence, reports, notices, and related communications.
10. Provides information and responds to inquiries from employees regarding health & safety processes, forms, documentation requirements, and training schedules.
11. Maintains health & safety-related software systems, electronic records, and departmental databases.

12. Assists with the development, implementation, maintenance, and review of health & safety policies, procedures, forms, and administrative processes.
13. Answers telephone and email inquiries in a professional and timely manner.
14. Maintains positive and professional working relationships with employees, external contacts, and the public.
15. Performs other related duties as assigned.
16. Flexibility in scheduling is necessary as there may be the occasional requirement to change shifts, adjust work hours and attend functions outside of normal work hours.

HUMAN RESOURCES (APPROXIMATELY 20%)

1. Assists with recruitment processes, including posting positions, preparing advertisements, scheduling interviews, and providing administrative support to hiring managers.
2. Reviews applications and provides recruitment materials to management as directed.
3. Assists with employee onboarding, including preparing orientation materials and new employee information packages.
4. Assists with the maintenance, processing, verification, and retention of employee records in accordance with established procedures.
5. Supports the maintenance of employee contact and emergency information.
6. Assists with employee services events, programs, and initiatives.

HEALTH AND SAFETY RESPONSIBILITIES:

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- Take reasonable care to protect your own health and safety and the health and safety of others.
- Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- Perform your work according to established safe work practices.
- Use and wear required personal protective equipment (PPE) and safety devices.
- Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Completion of Grade 12 education, as well as the Applied Business Technology program, Health & Safety certification, or an equivalent combination of education and experience.
2. Strong organizational skills and attention to detail.
3. Proficiency in Microsoft Office programs such as Word and Excel.
4. Strong interpersonal and communication skills and ability to deal with people in a tactful, diplomatic and professional manner.
5. Ability to self-organize work and priorities, work under pressure due to the frequency of interruptions and to work with limited supervision.

6. Knowledge of and experience in using the proper form of business letters and business English.
7. Accurate and efficient keyboarding skills – minimum of 60 wpm typing speed.
8. Proven ability to maintain confidentiality when handling sensitive information.
9. Ability to follow and implement the objectives of the department as set by the Manager.
10. Strong analytical and problem-solving skills.
11. The ability to perform all of the duties outlined above in a safe manner following established Operational Guidelines, Occupational Health and Safety rules, Violence in the Workplace policies, and WorkSafeBC Regulations (i.e., WHMIS).
12. Willingness to participate in all future training opportunities.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Completion of Business Administration, Office Administration, or Health & Safety courses.
2. Completion of Superhost or Telephone Etiquette course or similar.
3. A working knowledge of relevant legislation.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.