

Workplace Safety and Fire Services Coordinator

Municipality of Brockton

Task List



Summary:	This position shall be responsible for promoting a safe and healthy workplace for all employees and will develop and implement policies and procedures that meet legislated requirements while delivering training. This position will also provide administrative support to the Director of Fire and Emergency Services and Brockton Regional Training Centre.		
Location:	Brockton	Class:	Full-time, 35 hours per week
Department:	Fire	Reports To:	Director of Fire & Emergency Services
Remote Work:	Maybe available for this position	Last Updated:	September 2025
Supervises:	N/A		

Tasks:

Workplace Health and Safety

1. Conduct cost effective Health & Safety training and /or source out and coordinate external training resources based on Department requirements.
2. Develop, implement and maintain Health & Safety policies and procedures across all departments according to legislative requirements including Legislative changes/updates.
3. Review, update and maintain the Municipality of Brockton's Health & Safety management system and arrange for distribution to all Municipal Departments.
4. Responsible to inform Department Heads, Supervisors and CAO of revised legislation.
5. Responsible to ensure that Ontario Health & Safety (OHS) Act is being followed and communicated to all Department Heads.
6. Provide assistance with Health & Safety investigations and act as liaison with the Ministry of Labour and others for matters such as work refusals, accident investigations and field visits.
7. Participate in and facilitate the activities of the Health & Safety Advisory Committee or Joint Health and Safety Committee (JHSC) and follow up with the status of ongoing Health and Safety initiatives.
8. Maintenance of inspection schedules and ensures completion of all inspections from the Joint Health & Safety Committee (JHSC), Management and Supervisors.
9. Assist with Emergency plans and implementation, including annual training.
10. Maintain an accurate training database and advise Municipal Department Heads on required Health & Safety training requirements.
11. Assist with the development of Return to Work and /or Modified Work programs in conjunction with the HR department.
12. Develop, implement and maintain an Employee Health & Safety database that is accessible to all employees.
13. Ensure the completion and maintenance of annual Health & Safety policy update/review.
14. Ensure the completion and maintenance of the Workplace Violence Programs including implementation, training and maintenance.
15. Coordinate and deliver ongoing Health & Safety employee training.
16. Coordinate and deliver new employee Health & Safety orientation.
17. Conduct workplace inspections to identify risks or hazards. Assist with the development of risk assessments and safe work procedures.
18. Track Health & Safety incident trends and devise corrective actions with the Senior Management Team and the Health and Safety Advisory Committee.
19. Maintains Corporate Health & Safety manual and related materials.
20. Supports the Health and Safety Advisory Committee and attends meetings as a resource.
21. Liaison with H&S software companies and maintain H&S software systems.

Regional Training Centre Administration

22. Assist Director of Fire and Emergency Services in administering, promoting and scheduling courses for the Centre.
23. Performs general administrative duties related to the Centre including but not limited to general data entry, records keeping, compiles statistical data, composes letters, emails, memos and forms.
24. Provides quality customer service to Regional Training Center staff, instructors and students including answering complaints, questions, suggestions and inquiries.
25. Assist in assigning and coordinating instructors for the scheduled courses.
26. Assists in preparing and distributing course related material to the instructors and students.
27. Responsible for collecting and reconciling fees associated with the courses.
28. Responsible for the Centre's advertising and marketing and acts as website administrator for the Centre, posting website and social media content.
29. Responsible for arranging and scheduling proctors to assist with exam administration.
30. Tracks and monitors Centre inventory, arranges for purchase of items as required.
31. Assists the Director with administrative tasks of the department as assigned.

Administration

32. Assist the Director of Fire and Emergency services with administrative duties including but not limited to responding to emails, assisting with report writing, answering phones.
33. Assist Deputy Chief with Billing, insurance claims, report writing, filing of inspection paperwork, procurement, asset management and scheduling.
34. Responsible for the administration and issuance of Burn Permits in accordance with the By-Law

Other

35. Undertake special projects and perform other duties as assigned in accordance with Fire Department or Municipal objectives.
36. Develop and maintain a contact network with professionals in the field and counterparts in other municipalities.
37. Complies with Municipality of Brockton policies and procedures.
38. Performs other tasks as assigned by management.

Education/Experience/Skills

1. Ability to exercise considerable independent judgment and action in daily work activities.
2. Ability to interpret, report and provide advice and guidance on a variety of regulatory matters.
3. Solid verbal and written communication skills.
4. Ontario Secondary School Diploma or Post-Secondary Education degree or diploma in related field.
5. Certificate in Occupational Health & Safety is considered an asset
6. Knowledge of occupational health and safety management, applicable federal, provincial and municipal regulations/legislation, Workplace Safety & Insurance Act, the Occupational Health & Safety Act and its regulations and applicable Human Rights
7. Knowledge of WSIB processes and procedures, including WSIB, claims management and related legislation
8. Experience with disability management, accident investigation, workplace inspection and job hazard analysis is preferred
9. Ability to be flexible to changing demands while maintaining accuracy.
10. Works cooperatively with team members and staff in other departments to ensure necessary workflow and coverage.
11. Demonstrated knowledge of and proficient skills in varying computer applications including: website maintenance, Microsoft Office Word, Excel, Publisher and PowerPoint software, familiarity with Municipal software packages including Keystone, Fire Pro and GIS would be beneficial.
12. Demonstrated knowledge of roles and responsibilities under the Occupational Health and Safety Act.
13. Strong organizational and time management skills.
14. Excellent writing skills, attention to detail and adaptability.
15. Ability to deal with internal and external stakeholders with tact and discretion.
16. Assertive, confident and thrives under pressure.
17. Excellent customer service orientation and skills. Strong interpersonal communication skills.
18. Demonstrated ability to work collaboratively.
19. Ability to meet deadlines and work outside normal business hours, as required.
20. Valid G Driver's License

21. Demonstrated ability to interpret and understand legislation, knowledge of the Municipal Act, Fire Protection & Prevention Act, Occupational Health & Safety Act and related regulations with e-Laws is an asset

Physical Effort and Working Conditions

22. Work is performed in a standard office environment with minimal exposure to hazards.
23. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.
24. There are constant interruptions, deadlines and changes of priorities.
25. Certain problems to be addressed require the ability to research to solve.
26. Required to interact politely and effectively with internal and external stakeholders and to respond on behalf of the CAO and Director of Fire & Emergency Services to inquiries.
27. Hours of work are varied depending upon demand for services. Attendance at evening meetings or events will be required for this position.
28. Regularly required to prioritize variable workload.
29. Sustained manual dexterity is required to operate normal office equipment.
30. Work generally has a low risk of injury.