



Town of Midland – Job Posting

Position Title: Health & Safety Summer Student
Openings: One (1)
Status: Summer Student full time
Department: Human Resources / Health & Safety
Hours: 35 hours per week (M-F 8:30 am to 4:30 pm)
Duration: May 6, 2019 – September 2, 2019
Wage Rate: \$15.66 to \$19.57 per hour
Closing Date: **February 24, 2019**

The Town of Midland is currently seeking **Health & Safety Summer Student starting May 6, 2019**, to work as a member of the team to conduct workplace hazard and risk assessments, prepare standard operating procedures, and assist with employee training.

As our ideal candidate, you are between the ages of 15 and 30, with an interest to gain the skills, work experience and abilities to transition successfully into the labour market. Preference will be given to those enrolled in Business Administration, Human Resources, Business Management or related course and in Co-Op Program. You have proven problem solving capabilities, organizational and planning skills; with the ability to effectively learn and acquire new knowledge and skills. Proficiency in Word, Excel, PowerPoint, and Outlook is required. Excellent customer service and communication skills along with an ability to work effectively in a team. You have approved CSA Safety boots, hold a valid Ontario “G” Driver’s License, and a reliable vehicle. A current First Aid/CPR certification would be an asset.

More detailed job descriptions are attached.

APPLY IN CONFIDENCE TO:

Human Resources 575 Dominion Avenue, Midland, ON L4R 1R2

Email: hr@midland.ca

No phone calls please

The Town of Midland is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. The Town of Midland is a scent sensitive environment and we ask all applicants to refrain from wearing scents should they attend our offices.

Note: We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection.



Town of Midland – Job Description

Position Title: Health & Safety Summer Student
Department: Human Resources
Reports to: Health & Safety / HR Coordinator

DUTIES & RESPONSIBILITIES

- Work as part of a team to continue the work on the Town's Health and Safety program.
- Conduct workplace hazard and risk assessments in accordance with the Town Policy.
- Work collaboratively with the Manager and employees to prepare / update Standard Operating procedures
- Assist with facilitating employee training
- Maintain the hazard and risk assessment database, provide recommendations on the continuous improvement of the health and safety program
- Provide verbal and written updates to the HR team and Managers.
- Adhere to all Health and Safety policies and procedures established by the Town of Midland.
- Perform other duties as may be assigned from time to time.

QUALIFICATIONS

- Currently enrolled in secondary or post-secondary education in Business Administration, Human Resources, Business Management or related course and in Co-Op Program
- Must possess valid Ontario Class "G" Driver's License.
- Proficiency in Word, Excel, PowerPoint, and Outlook is required
- Experience in maintaining data bases is an asset.
- Proven problem solving, organizational and planning skills.
- Excellent customer service and communication skills
- Knowledge and/or training in CPR, First Aid and WHMIS are an asset.
- Ability to work cooperatively in a team environment.
- Must be physically capable of performing required duties.

WORKING CONDITIONS

- Approved CSA safety boots **must** be purchased by students and worn at all times.
- Work both in an office and in the field in all types of weather conditions
- May be required to work occasional evenings and special events.

EFFORT

- Physical demand requires standing, sitting, and walking.
- Visual attention for health and safety compliance and personal safety while on the job.