

CAREER OPPORTUNITY

PROJECT HSE COORDINATOR (ONE YEAR CONTRACT)



RAM is a technical consultancy providing Project Management, Construction Management, Engineering and Advisory services across Canada. RAM is searching for a motivated and energetic **Project HSE Coordinator** to join our team in Vancouver, BC. The successful candidate will be an individual that enjoys a challenging, professional and dynamic workplace and will contribute to the success of a hard-working team.

➔ More About This Role

The Vancouver Fuels Facilities Corporation is adding to its existing fuel tank farm at YVR Airport.

You will be joining a team of professionals on site at YVR for the duration of the project with occasional travel to headquarters in downtown Vancouver and other project sites.

As an HSE Coordinator, we are looking for someone with exceptional communication skills, enjoys a fast-paced day and can keep up with a highly energetic team and work environment. The ideal candidate will be self-driven, highly organized and will exceed expectations in the realm of program and process development, training, writing and reporting skills, scheduling and time management.

The ideal candidate is eager to lead our RAM processes and improve upon them when needed. We are looking for someone with a passion and drive for safety, who can ensure that our

Our Core Values are:

1. Safety
2. Innovation
3. Integrity
4. Fun
5. Sustainability

high standard of safety is maintained. Your work will be dynamic.

Additional responsibilities of daily operations include:

- Be the first point of contact for all HSE matters at the project site.
- Responsible for the implementation, operations and overseeing of the Project Safety Program including the development of site safety policies and procedures.
- Review, evaluate, and analyze work environments and design site-specific programs and procedures to control, eliminate, and prevent injuries.
- Assists Project Managers and administrators in enforcing safety regulations and codes.
- Document and analyze safety metrics and conduct/review incident reports to discover trends to assess appropriate resources to areas where the safety risk is highest.
- Direct and review the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs for sub-contractors.
- Maintains records, prepares reports and composes correspondence relative to safe work procedures.
- Prepares and submits weekly and monthly inspection activity reports.
- Reviews incident reports to detect problem areas related to employee safety. Gathers evidence and prepares reports on code violation complaints and incidents/injuries.
- Maintains administrative control of records related to safety and health programs.
- Conducts jobsite surveys on a regular basis to detect code violations, hazards, improper work practices and recommends corrective actions.
- Conducts training, orientation, toolbox and safety meetings for new hire and subcontractor employees.
- Provide advice and recommendations to management, sub-contractors and other client groups on a broad range of occupational safety issues and decisions.
- Implements and acts as a resource to the Joint Worksite committee as required by the WCA and OHSR legislation.

- Attends site safety and toolbox meetings on a regular basis.
- Maintain office supplies, safety equipment and earthquake inventory.
- Other duties as required.

→ Ideal Candidate Requirements

- 3+ years in an HSE role for heavy civil or industrial construction;
- CRST or CRSP designation or actively working towards;
- Intermediate skills with Microsoft Office programs (Word, Skype, Outlook, Excel, PowerPoint and SharePoint);
- Keen attention to detail and exceptional communication skills when preparing business correspondence (verbal and written);
- Self-motivated who takes initiative independently, and strong team player in a collaborative environment;
- Ability to prioritize, multi-task and meet deadlines.
- Pleasant, calm demeanor and customer-service oriented;
- Strong work ethic, ability to use tact and good professional judgement;
- Class 5 Driver's License

→ Why You Should Join RAM

- Brand New Office Downtown
- Cell Phone Allowance
- Tuition Reimbursement and Career Planning
- 100% Health Coverage including MSP and Extended Health Benefits
- RAM Intramural teams
- Office Social Hours
- Business Casual Environment
- Quarterly Office Events
- Office Potlucks
- Community Involvement Days
- Quarterly Goal Setting
- Annual Performance and Salary Reviews

RAM is Canada's fastest growing professional services firm and is ranked **No. 82** on the 31st annual Growth 500 as per *Canadian Business and Maclean's* definitive ranking of Canada's Fastest-Growing Companies.

 Interested?

We encourage applications from all qualified individuals. If this opportunity sounds like the next step in your professional career, please send your resume in confidence to careers@ramconsulting.com. RAM is committed to employment equity and hires based on merit.

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted.

