



Regional District of Bulkley-Nechako

Training and Safety Supervisor

The Regional District of Bulkley-Nechako is seeking an applicant to fill the permanent full-time position of Training and Safety Supervisor in the Environmental Services team. The starting wage for this position is \$48.35 per hour. This position includes a comprehensive benefits package and is subject to a 3-month probationary period. The hours of this position are Monday to Friday, between 8:30 am to 4:30 pm, though the schedule may require flexible hours.

The Training and Safety Supervisor is responsible for implementing the Occupational Health and Safety (OH&S) program for waste management field operations, which includes ensuring safe working conditions for transfer station, landfill, hauling, management and support personnel. A primary focus of this position is the development and management of training programs for new and existing employees to ensure they can be safe and proficient in their roles. This position is also responsible for developing relevant procedures and maintaining a functional OH&S manual. The Training & Safety Supervisor will also engage in project management activities, including planning, budget management, logistics, procurement, and contractor supervision.

Approximately 50% of the Safety Supervisor's time is spent in the field conducting inspections, gathering information, and directing staff. The remaining 50% is dedicated to reporting, planning and administrative activities.

Responsibilities and Duties:

Supervise Field Staff:

- Provide direct supervision to ensure that all field staff are able to complete their duties safely and proficiently.
- Assist with hiring and oversee the training of new field staff.
- Monitor field staff and conduct annual performance reviews.
- Assume a limited role of Operations Supervisor when they are on leave.

Occupational Health & Safety Program:

- Conduct periodic on-site safety inspections to ensure compliance.
- Conduct periodic safety meetings with personnel.
- Maintain exposure control plans for relevant risks and implement related procedures.
- Regularly review, update, and develop standard operating procedures as required.
- Conduct an annual review of the OH&S manual.
- Participate as an employer representative on the RDBN's Joint Health & Safety Committee.
- Maintain training records for field staff.
- Receive, action, and track incident reports from staff.
- Ensure that field staff are up to date on relevant certifications such as WHMIS, First Aid, respirator fit testing etc.



- Work closely with WorkSafeBC to correct deficiencies and improve on existing safety infrastructure and protocols.
- Ensure safety devices with certification requirements are maintained appropriately.
- Manage the RDBN's asbestos exposure control and clean-up program.
- Manage, coordinate, or assist with special projects.

Project Management:

- Conduct investigations and provide recommendations for necessary projects.
- Assist in the development of project scope, specifications, and budget.
- Procure contractors and materials; prepare Requests for Proposals and Quotes.
- Project planning including scheduling equipment, contractors, and labour.
- Oversee construction work, maintain contact with contractors and monitor daily equipment, labour, and materials used.
- Document projects through to completion and prepare reports and presentations.
- Act as project foreman in circumstances where RDBN acts as prime contractor.

Skills and Qualifications:

- Minimum 5 years supervisory experience.
- Experience with Occupational Health and Safety program development.
- Experience interpreting safety legislation.
- Experience in preparing standard operating procedures.
- Demonstrated project management experience.
- Proficient with technology (computers, smartphones, tablets).
- Proficient with Microsoft Word, Excel and PowerPoint.
- Excellent time management, priority assessment, and organizational skills.
- Ability to work in groups and independently to complete tasks.
- Strong knowledge and experience working in industrial settings including familiarity with general trade and common tools, heavy equipment operation, and commercial hauling.
- Good public relations skills.

Education:

- Diploma (or greater) in a related field
- Class 5 Drivers License

Preferred Certifications:

- OFA Level 1
- Level 1 (Foundational Awareness) and 2 (Abatement) Asbestos Certification
- Respirator Fit Testing Certification



- License to Transport Hazardous Waste
- Transportation of Dangerous Goods
- S-100
- WHIMS

Resumes will be accepted until the position is filled with review beginning on July 23, 2026, and should be addressed to:

Alex Eriksen, Director of Environmental Services

Subject Line: Training and Safety Supervisor

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0