

**CLERK II**

## Occupational Health and Safety Section

**DEFINITION**

This is confidential clerical work of considerable complexity and responsibility. The incumbent in this position is responsible for general OH&S reception and front line service to all Saanich employees and the public and provides general administrative support to staff in the OH&S Section. The incumbent maintains a variety of filing systems, both electronic and paper, including database maintenance for training and safety records, injury records, incident and accident investigations, WorkSafeBC claim files and statistical reports and WHMIS-related information. Responsibility will also include being a recording secretary at Occupational Health and Safety meetings. Unusual or more complex situations are referred to the Occupational Health and Safety Supervisor.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Acts as the initial point of contact and performs general reception duties for the OH&S office including receiving visitors in person and responding to telephone, email and fax messages.
- Maintains occupational health and safety databases and computerized systems including, but not limited to, employee training, certification, injury and audiometric testing.
- Develops and maintains the occupational health and safety web page on the Saanich Elink intranet system including the Corporate OH&S Manual and the Return to Work Manual.
- Maintains files on requests, complaints, WorkSafeBC (WCB) safety inspections, oh&s inspections and municipal construction projects.
- Attends meetings such as the Central Health and Safety Committee and the Occupational First Aid Attendants Meeting as the recording secretary, produces the minutes, and on approval, distributes the minutes. Ensures appointments for meetings, agenda item requests and any changes are sent to the committee members.
- Manages registrations and waitlists for upcoming training courses. Arranges and reserves training rooms as requested and ensures training materials are compiled and ready for instructional dates.
- As directed enters information using WorkSafeBC EmployerConnect software.
- Enters, retrieves and sorts data on section database and produces reports as requested.
- Compiles weekly, monthly and/or annual statistical reports on matters relating to OH&S.
- Receives, processes and prioritizes a variety of enquiries and requests for service.
- Liaises and maintains effective contacts with outside agencies such as WorkSafeBC (WCB), Road Masters and HeartSafe as required.
- Ensures the WHMIS documentation is up to date by liaising with employees and the WHMIS provider.
- Performs other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:**

- Sound knowledge of the Workers Compensation Board regulations, Workers Compensation Act, and Guidelines.
- Sound knowledge of Saanich organization, staff, administrative and safety policies and procedures.
- Ability to perform computer-based word processing, spreadsheet, database and other related corporate standard software applications.
- Ability to enter and retrieve data.
- Ability to work effectively with considerable independent judgement.
- Sound knowledge of office practices and procedures, including ability to set up and maintain

- accurate and efficient filing systems.
- Ability to set up forms, letters and other correspondence.
- Ability to prepare information in HTML format for web page.
- Ability to prepare and create information into PDF files.
- Must be able to maintain a high level of confidentiality
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
  - Adaptability - willingness to be flexible in a changing work environment
  - Relationship Building - establishes and maintains respectful and cooperative working relationships.
  - Effective Communications - communicates effectively with others.
  - Problem Solving - recognizes and acts to resolve problems.
  - Customer Focus - provides excellent service to both internal and external customers.

**REQUIREMENTS:**

- Grade 12 or equivalent.
- Completion of courses in word processing, spreadsheet and database applications, Web development, medical terminology course or equivalent understanding of medical terminology.
- Minimum of two years experience in an office environment including experience as a committee secretary.
- Keyboarding speed of 50 wpm.
- Valid Class 5 BC Driver's License.
- Physical strength and ability to assist with equipment set-up for classes.
- Annual renewal of Driver's Abstract.
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**STANDARDS:**

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.