

Job description

FTC is a general contracting company that has been around in the Ottawa and Gatineau region for over 50 years working in the commercial construction industry. By joining FTC, you will be joining a family-oriented company that strives to prioritize employee engagement and satisfaction. At FTC you are not just a number, you are a valuable member of a closely-knit team made up of professionals with proven track records. You will grow in a company where your career goals will be fostered and supported.

As a member of the FTC team, you will benefit from a competitive salary, performance bonus, and an attractive benefits package.

Responsibilities:

- Ability to initiate innovative ways to effectively implement safety controls, resulting in a high level of compliance from all workplace parties
- Develop, implement, and monitor health & safety policies and procedures
- Assist the Health and Safety Department with COR
- Ensure work onsite is compliant to Infrastructure Health and Safety Association and Ministry of Labor legislations
- Conduct regular walk throughs of site and complete inspection reports
- Ensure all safety concerns onsite are being addressed
- Assist in updating Company's safe work procedures
- Ensure proper PPE use on site
- Verify Daily completion of Field level hazard assessment is accurate and submitted
- Ensure weekly site supervisor inspection report, safety talks, and other as needed reports are submitted
- Provide site orientation and awareness training as required
- Assist the superintendent in addressing concerns, implementing corrective actions, and monitoring its effectiveness by documenting accordingly for due diligence as needed
- Verify and maintain training records of workers
- Assist with annual health & safety audits and prevention program reviews
- Various administrative and due diligence duties

Position Requirements

- Diploma in Occupational Health and Safety.

- 2+ years working in H&S or Construction Industry or equivalent education
- Fully Bilingual (French/English verbal and written) (preferred)
- Excellent oral and written communication skills
- WHMIS, Working at Heights, Health and Safety Awareness, First Aid & CPR certifications (preferred)
- Excellent knowledge of Microsoft Office (Excel, Outlook, Word)
- Must have a valid driver's license with a safe driving record
- Strong organizational skills along with ability to communicate effectively
- Ability to multi-task while maintaining a high level of attention to detail
- Knowledge of OSHA regulations and practices
- Experience in implementing OSH training programs
- Experience working in the Quebec regions (ASP and CCQ memberships preferred)
- Ability to obtain at a minimum a reliability status through Public Services and Procurement Canada's Contract Security Program

Job Type: Fixed term contract

Contract length: 12 months

Salary: \$25.00-\$32.00 per hour

Benefits:

- Extended health care
- On-site parking

Schedule:

- 8-hour shift
- Evening shift
- Weekend availability

COVID-19 considerations:

FTC Covid-19 Policy is strictly enforced in office and on all job sites

Application question(s):

- Do you have a Reliability clearance through Public Services and Procurement Canada's Contract Security Program?

Experience:

- Health and Safety: 2 years (required)

Language:

- French and English? (preferred)

Shift availability:

- Night Shift (required)