

Safety & Projects Coordinator

Founded in 2007, InCom Electric tackles a diverse range of projects across the industrial, commercial and energy sectors. We provide electrical construction, design-build services, life safety systems and diverse maintenance/troubleshooting duties. Headquartered in Calgary, InCom serves primarily Calgary and area; however, with recent growth we have completed projects from Jasper, Lethbridge to various British Columbia locations. We are evolving and expanding to include a Safety & Projects Coordinator – a new, full-time role within the company – to help with continual improvement of our safety culture and elevation of our project execution and internal workflows.

JOB OVERVIEW					
Job Title	Safety & Projects Coordinator		Located	Calgary, AB	
Benefits	After 90 Days		Travel	Minimum/Occasional	
POSITION DETAILS					
Objective	The Safety & Projects Coordinator will play a pivotal role in the continued development of InCom Electric’s COR-certified Health & Safety program. The right person will cultivate strong, trusting relationships with front line and office staff while developing and overseeing day-to-day safety policies and processes. As a key support role, the Safety & Projects Coordinator will assist management and field supervisors to achieve corporate objectives. Most notably, maintaining the company’s COR certification and seamlessly coordinating select project schedules, budgets and internal resources.				
Duties & Responsibilities	<ul style="list-style-type: none"> • Verify and update Health & Safety program, policies and procedures; ensure accuracy and update as necessary to comply with most current Government Legislation; ensure due diligence • Prepare, deliver and support management with safety presentations, monthly/toolbox meetings, etc. • Conduct inspections and support field supervisors with (but not limited to) supply of required safety equipment and site-specific safety materials • Facilitate thorough incident investigation; complete required incident reporting; communicate and deploy corrective actions to ensure continuous improvement • Track and provide Health & Safety/incident reporting to management and clients, as required; monitor effectiveness of Health & Safety program, suggesting improvements where possible • Arrange for and conduct new hire and/or site-specific health and safety orientations • Conduct field/site inspections and internal audits; oversee and assist with external audits to ensure Certificate of Recognition (COR) is maintained – internal and external • Maintain online safety databases and assist in completion of pre-qualifications and RFQs/proposals • Managing modified work program to ensure employees return safe to work post-incident, including ensuring flexible arrangements with supervisor, reviewing physician restrictions with the employee, etc. • Readily available for emergency response plans of action (may include travel) • Assists President, Vice President & Construction Management team with overall project performance • Liaise with management/clients/stakeholders to define projects requirements, scope and objectives • Coordinate, monitor and maintain select project schedules, manpower requirements, budgets, resources and equipment • Assists in change order management and ensures seamless change order processes • Provides front-line staff with technical troubleshooting advice and/or may directly complete on-site troubleshooting/service • Manage client requests and complaints in a professional and timely manner 				
Working Conditions	This job role will conduct work within an office setting as well as outdoors, on-site in various weather conditions.	Direct Reports	None.	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Temporary
				<input type="checkbox"/> Part Time	<input type="checkbox"/> Nightshift

REQUIRED QUALIFICATIONS	
Minimum Experience & Training Required	Minimum two (2) years of experience in construction safety or related field HSA – Health & Safety Administrator training (or similar) Demonstrate thorough understanding of Occupational Health & Safety legislation Proven experience in Health & Safety coordination in the construction industry Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, etc.) Must maintain a valid Class 5 driver’s license and clean drivers’ abstract
Preferred Experience	Project management experience preferred – 3+ years Electrical-specific construction experience an asset Electrical Safety Training System (ESTS) certification an asset Experience with Auditor safety software an asset
Physical & Tool Requirements	Supply own CSA-approved steel toe footwear All other required personal protective equipment is provided
Skills & Abilities	Clear communicator; excellent verbal and written skills; direct staff with confidence Manage multiple projects and establish priorities based on given objectives to meet deadlines High degree of attention to detail Leadership and ability to motivate others; positive and energetic Keen interest in improving electrical safety awareness and methodologies

REVIEWED & APPROVED BY			
Dustin Owens	President	September 15, 2022	September 15, 2022
Name	Title	Date Reviewed	Date Approved