



## Join the Acden Team!

We pride ourselves on offering our employees a dynamic, rewarding and healthy work environment. If you are looking for diverse experience and an opportunity to grow within your role and the company, Acden is for you.

As a leader in sustainable development, we are constantly looking for innovative ways to create value through environmentally responsible energy development. We encourage our employees at every level to share ideas on how to improve the corporation and minimize the impact we leave behind.

At Acden, you will be given the tools and support to make meaningful contributions to your career and to your company. You will also become a part of a corporation that believes in productivity coupled with balance and that wants their employees to be successful.

### **Join us today!**

With 18 companies and over 3000 employees, Acden is one of Canada's largest Aboriginal companies.

**Acden Environment Limited Partnership** is the largest supplier of non-hazardous waste management services in the Regional Municipality of Wood Buffalo. In operation since 1994, we proudly serve all major producers in the region.

Our objective is to provide safe, innovative and environmentally responsible waste management solutions that ultimately benefit our customers, stakeholders, employees and our shared environment.





## Health, Safety, Environment (HSE) Coordinator

Competition: AE-2017-075

Acden Environment LP. is seeking one (1) **Health, Safety, Environment (HSE) Coordinator** to join its operations team. The HSE Coordinator ensures that all field workers are following safety procedures and policies, and is also tasked with assisting the company in achieving safety excellence.

The successful candidate will be responsible to detect and rectify any unsafe and/or unhealthy working conditions and by ensuring the company is in full compliance with client rules, regulations and applicable laws and regulations governing workplace and transportation safety.

The successful candidate will be required to frequently travel to various client sites throughout the regions in which Acden Environment LP. conducts business.

**Please note: This is a local position to the Fort McMurray region.** This position is designed primarily to be a Monday to Friday shift pattern, however, it is expected that schedules, hours and locations may change from time to time to meet operational and training requirements.

### **Duties and Responsibilities:**

- Conduct quarterly work area inspections to ensure the equipment, materials, and processes do not present a potential safety, health or environmental hazard. Results of the inspections are required to be provided to senior management
- Investigate and resolve health, safety, operator and employee related complaints as they pertain to safety and health related issues
- Investigate all situations where an employee has refused to work based on safety conditions
- Assist senior management and employees with Acden safety programs, participations and compliances
- Assist management with the implementation of required action items from safety meetings, investigations, etc.
- Manage actions that require completion from Loss Control Reports (LCR)s
- Maintain and track all training requirements for site specific employees and scheduling training to ensure full compliance
- Attend all applicable client safety meetings when needed
- Research, prepare and deliver weekly safety meetings
- Assist operation teams with preparation of toolbox meetings and safety meetings
- Ensure all local statistics, workforce hours and documents are prepared as needed and forwarded to the appropriate Acden stakeholders and managers
- Review the Carrier Profile on a quarterly basis
- Conduct Roadside Safety Vehicle audits and Worksite Observations
- Conduct and complete quarterly "Contractor Worksite Safety Reports" for clients as required
- Conduct driver performance reviews and compliance tracking
- Collect and review Driver Abstracts on a quarterly basis and/or as required





- Assist with the development and review of Job Hazard Assessments (JHA), Safe Work Practices (SWP) and Safe Job Procedures (SJP)
- Deliver training including but not limited to: Spotter/Backing, PDIC/DDC, Vehicle Inspections for light and commercial vehicles. Continually improve trainer qualifications and certifications to expand on in-house ability
- Oversee Commercial Vehicle and other Waste Vehicle Training and Development as required
- Promptly respond to any urgent situations
- Other duties as assigned by the General Manager to support Acmen Environment and provide exceptional service directly and/or indirectly for clients of the company.

#### **Qualifications:**

- National Construction Safety Officer (**NCSO**) certification **is required**
- Canadian Registered Safety Professional (**CRSP**) certification **is required**
- Valid Alberta **Class 3 driver's license with Air Brake endorsement is mandatory**
- Valid Alberta Class 1 driver's license with Air Brake endorsement is considered a strong asset and preferred
- Solid Waste Association of North America (**SWANA**) Landfill Operation Basics certification **is required**
- Clear and precise verbal and written communication skills
- Ability to demonstrate a personal commitment and positive attitude to the safety team
- High degree of accuracy and attention to detail
- Ability to manage multiple high-level responsibilities and tasks
- Working knowledge of management systems including but not limited to: ISO 9001:2000, ISO 1400:2004
- High degree of knowledge of the following:
  - *Alberta OH&S Act Regulation and Code*
  - *Alberta Traffic Safety Act*
  - *Motor Carrier Safety Standards*
  - *Motor Vehicle Transport Act*
  - *National Safety Code*
  - *Transportation of Dangerous Goods (TDG).*
- Certifications in various end user training courses is a strong asset.
  - *(I.e. Class 3 waste vehicle sign-off, Forklift, Overhead Crane, Fall Protection etc.)*
- Proficiency with Microsoft Office Suite (Including MS Excel, MS Word, and MS PowerPoint).
- Proven Working knowledge of:
  - Alberta Occupational Health & Safety (OH&S) Act, Regulation and Codes,
  - Alberta Highway Traffic Safety Act,
  - Motor Carrier Safety Standards,
  - Motor Vehicle Transport Act and
  - National Safety Code.





**Requirements:**

- Drug, Alcohol, Visual and Audiometric pre-employment screening test
- Valid Alberta Class 3 driver's license with Air Brake endorsement (with a clean driver's abstract)
- National Construction Safety Officer (NCSO) certification
- Canadian Registered Safety Professional (CRSP)
- Must be eligible to work on all client sites of Acden Environment LP
- Must be able to successfully complete a comprehensive driver's evaluation in the Fort McMurray region
- Must have a valid OSSA, CSTS-09 and/or BSO certification

**Additional Incentives:**

- Competitive Industry Wage.
- Competitive Benefits (including health, dental, vision, short & long term disability and life insurance).
- Group Retirement Savings Plan (RSP) Contribution.

Interested candidates are invited to **complete an online application** in confidence, along with the competition number **(AE-2017-075)** to:

**Acden Holdings LP.**

**Apply Online:** [www.acden.com/careers](http://www.acden.com/careers)

**This posting will remain open until the successful candidate has been selected.**

We would like to thank all who apply; however, only candidates that are being considered will be contacted.

*Employment Equity is a factor in selection. Applicants are requested to indicate on the online application and in their covering letter or résumé if they are from any of the following groups: Aboriginal people (including ACFN, MCFN, FMFN, and Métis), women, visible minorities and persons with a disability.*

