



COMPANY SUMMARY:

Founded in 2008, REV's sole focus is electrical power, its generation, distribution, control, protection and safe utilization. REV is acknowledged throughout our industry as a leader in safety.

COMPANY NAME: REV Engineering Ltd.

POSITION TITLE: HSE Advisor

DEPARTMENT: Administration

REPORTS TO: QHSE Manager

POSITION SUMMARY:

Are YOU an HSE Advisor with 3-5 years' experience in search of your next challenge? We are looking for a candidate who is eager to join our evolving team; someone who is looking to secure a full time, long term position that will offer exponential growth and advancement opportunities. Reporting to the QHSE Manager, the HSE Advisor will support various projects within the Manufacturing and Field Service Departments, properly and effectively implementing REV's HSE Management System. The successful candidate must consistently convey mature professional judgement, provide mentorship and guidance to employees and subcontractors, build strong relationships with REV teams and clients and be able to work in a setting with minimal supervision.

The ideal candidate will also have post-secondary education in safety combined with a broad background of leadership and field experience. Limited travel is required.

POSITION DUTIES / RESPONSIBILITIES:

- Support REV's HSE in the development, revisions, and implementation of HSE programs, procedures and practices
- Participate in HSE meetings
- Develop and implement project/site specific training for assigned projects and sites
- Provide support and assistance to employees and subcontractors on completing training, document reviews, and form completion in REV's HSE Management System (eCompliance) and document management system (M-Files)
- Support employees through REV's Modified Work Program

- Track, monitor and report compliance to established HSE performance metrics for assigned projects and sites
- Facilitate emergency response drills with project and/or site leadership, as per Backwoods Emergency Response requirements
- Participate in Toolbox Talks and/or safety meetings
- Communicate relevant HSE information to supervisors and leadership
- Review and provide coaching to employees and supervisors
- Document, track and monitor (the implementation and effectiveness of) corrective actions in REV's HSE Management System
- Respond to HSE issues related to assigned projects and sites
- Communicate HSE issues or concerns to Project and HSE Leadership
- Track, monitor, and investigate trends and high-risk; and
- Schedule and facilitate HSE project planning activities with Project Leadership and verify project planning action items are completed within the specified timelines
- Support in the development, periodic reviews and revisions to Job Hazard Assessments associated with the positions and projects
- Liaise with clients on HSE matters
- Conduct worksite inspections
- Monitor subcontractors
- Verify the applicability and effectiveness of HSE program through site audits, incident reviews, industry best practices, and consultation with employees
- Audit project/site compliance to REV's HSE requirements - communicate non-compliance to Project, department and HSE Leadership
- Other duties and tasks as assigned by management to ensure REV's goals and objectives are met
- Performs all duties so as to meet the responsibilities listed in REV's Safety and Human Resources Policy Manual
- Performs duties according to REV's quality system procedures and work instructions

POSITION QUALIFICATIONS:

- 5+ years' experience in HSE role
- Construction or manufacturing experience is considered an asset
- A recognized Occupational Health and Safety designation preferred, along with First Aid, Confined Space and Fall Protection certification
- Proficient in Microsoft Word, Excel, PowerPoint
- Experience with M-Files, eCompliance, Camtasia
- Strong communication and interpersonal skills
- Must possess a valid driver's license

KNOWLEDGE OF THE FOLLOWING:

- Alberta OHS, WorkSafe BC, and Federal Labour Code Part II OHS

- Injury Recordability Practice
- COR Audit processes

KEY PERFORMANCE INDICATORS:

- HSE documentation meets the Project Leadership and QHSE Manager's quality, timeliness, and content expectations
- Expectations as outlined for HSE Advisors are met
- Audits consistently identify compliance to the HSE Management System
- Overall satisfaction of QHSE Manager and internal clients

LOCATION: Calgary, AB

START DATE: As Soon As Possible

WAGE / SALARY: Competitive Wages & Comprehensive Benefit Package

DURATION: Full-Time

ITEMS TO INCLUDE IN APPLICATION: Resume / Cover Letter

APPLICATION CLOSING DATE: Will remain open until suitable candidate is found.

If you feel that you are uniquely qualified for this position please submit your resume and cover letter for review to <https://www.fitzii.com/apply/63529>.

We thank all applicants for their interest in this position; however, only those who most closely match REV's requirements will be contacted.

All information submitted to REV will be reviewed and remains in strict confidence.

For more information on REV please visit our company website: www.reveng.ca

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.