

**Job Title**

Workplace Health & Safety / Building Inspection / By-Law Compliance Officer

**Company Name**

City of Flin Flon

**Email**

[info@flinflon.ca](mailto:info@flinflon.ca)

**Phone**

(204) 681-7511

**Company Address**

20 First Ave  
Flin Flon, Manitoba R8A 0T7  
Canada  
[Map It](#)

**Job Description**

This is an out-of-scope position which manages all aspects of workplace health and safety for the City of Flin Flon, as well as providing support to the current Building Inspector/Bylaw Enforcement Officer.

**Workplace Health & Safety 75%**

- Provide oversight and support in the development, execution, and implementation of a wide variety of Health and Safety processes for the City of Flin Flon.
- Support a risk identification and mitigation approach to health and safety management
- Promote a pro-active safety culture, participate in workplace activities including inspections, safety meetings, incident investigations and risk management facilitation.
- Coordinate the presentation of safety education, training, and awareness programs, ensuring that educational records are maintained.
- Participate in the orientation of new employees on safety issues.
- Participate in various committees as required.

**Building Inspection/By-Law Compliance 25%**

- Support the development, implementation and monitoring of an effective inspection and enforcement program to ensure all structures in the City comply with the various codes, bylaws, and regulations currently in effect.
- Provide assistance where and when needed to the current Building Inspector/Bylaw Officer.
- Must be knowledgeable of City of Flin Flon Municipal Bylaws, relevant codes, zoning information, Provincial and Federal legislation.