



Safety Coordinator

JA Tech Inc. is a provider of construction & field technical services for most equipment & apparatus which form a part of an electrical power system. Services vary in scope from emergency troubleshooting to installation, maintenance & acceptance testing, commissioning, start-up, system studies & analysis, repairs & turn-key type solutions. We are currently recruiting for an experienced **Safety Coordinator**. We believe that diversity & inclusion strengthen our company.

Duties and Responsibilities

- Reference & follow all rules, policies, & procedures as per the company & client health & safety manual & all other applicable legislation to ensure compliance by all workers
- Complete & submit all required safety documentation for various clients/sites & regulatory bodies
- Assist with management various safety contractor management platforms
- Assist with facilitation of onboarding new hires
- Maintain/coordinate training, competency tracking & associated equipment
- Manage & facilitate site orientations
- Lead & participate in incident investigations & audits; including COR Audit
- Provide visible leadership & commitment to health & safety in the field
- Lead by example & teach workers how to perform the tasks safely & efficiently
- Conduct site inspections & if there are safety concerns, discuss the issue with the site supervisor & find a solution that maintains safety & efficiency
- Assist with developing, auditing & revising company manual, policies, forms & procedures as required
- Other duties as required

Skills and Qualifications

- valid NCSO/CSO; NHTSA would be considered
 - 3-5 years' experience
 - Journeyman Electrician or Electrical Engineering Technologist is preferred
 - Comprehensive knowledge of Saskatchewan OH&S Regulations
 - Strong communication & organizational skills
 - Proficient in using Microsoft Office
 - Attend sites as required
 - Ability to analyze information & strong attention to detail
 - Ability to work independently & as part of a team
 - Demonstrated ability to handle multiple tasks, set priorities & meet deadlines without supervision
 - Self motivates with a pro-active attitude
 - Valid driver's license
- **candidates must be legally entitled to work in Canada****

Compensation Package

- Salary dependent on experience
- Health Spending Account & Deferred Profit-Sharing Plan
- Boot Allowance
- Banked Time

How to Apply

Please submit your resume in strict confidence to: careers@jatechpowersystems.com. We thank all applicants; however, only candidates under consideration will be contacted.