



Fleet & Safety Coordinator

Position Title: Fleet & Safety Coordinator

Department: Engineering & Public Works

Reports to: Director of Engineering & Public Works

Position Type: Permanent, Full-Time

ABOUT THE TOWN OF NEW GLASGOW

The Town of New Glasgow, nestled along the scenic riverside of Northern Nova Scotia, stands as a vibrant and pivotal commercial center for Pictou County. Here at the Town of New Glasgow, we take pride in our dynamic and flourishing financial and professional sectors, upholding a longstanding tradition of excellence that permeates entrepreneurship, education, social leadership, athletics, entertainment, and all levels of government. Our town is a testament to history, adorned with architectural gems that narrate the past, but we are also committed to moving forward and continuously expanding our offerings to enrich the lives of our residents and visitors alike. New Glasgow presents an ever-growing array of amenities, including vibrant arts and culture centers, a diverse selection of restaurants and entertainment venues, and an abundance of lush parks and trails. These facets converge to cultivate a thriving community and bolster our local economy.

THIS MOMENT, THIS POSITION

The Fleet & Safety Coordinator is responsible for leading and coordinating the Town of New Glasgow's Engineering and Public Works Departments fleet and occupational health and safety compliance programs. This is hands on compliance role that works collaboratively across all Town departments to ensure employees, facilities, vehicles, equipment and operations meet applicable legislative, regulatory and organizational requirements.

The position provides centralized oversight of fleet and workplace safety compliance while supporting departments in identifying risks, implementing preventative measures, maintaining required certifications and documentation, and promoting a strong culture of safety, proactive audit preparation and accountability throughout the organization.

The Fleet & Safety Coordinator serves as a key corporate resource for managers, supervisors and employees and works closely with Joint Occupational Health and Safety Committees (JOSH), department leadership and external regulatory and safety organizations.

KEY RESPONSIBILITIES

Occupational Health & Safety

- Lead and coordinate the Town's corporate Occupational Health & Safety program.
- Provide leadership and support to the Joint Occupational Health and Safety (JOSH) Committees.
- Coordinate regular JOSH meetings, inspections, reporting and follow-up activities.
- Maintain and update corporate safety policies, procedures, programs and documentation.
- Coordinate workplace inspections, hazard assessments and risk assessments.
- Compiling workplace incidents, accidents and near misses and coordinate appropriate corrective actions.
- Monitor workplace safety trends and identify opportunities for continuous improvement.
- Support managers and supervisors in addressing safety concerns and ensuring corrective measures are implemented.
- Coordinate employee safety training and ensure required training is completed and documented.
- Promote a proactive safety culture across all Town departments.

COR and Safety Auditing

- Lead the Town's annual Certificate of Recognition (COR) audit process.
- Coordinate preparation, documentation and evidence required for annual COR audits.
- Work with departments to identify gaps and ensure corrective actions are completed.
- Maintain corporate records and documentation required to demonstrate compliance.
- Develop and monitor action plans arising from COR audits, workplace inspections, incident investigations and other safety reviews.
- Ensure ongoing readiness for internal and external safety audits.

Employee Licensing, Certifications and Compliance

- Establish and maintain a centralized system for tracking employee licences, certifications, qualifications and required training.
- Work with departments to ensure employees maintain the licences and certifications required for their positions.
- Monitor expiry dates and coordinate renewal requirements with managers and employees.
- Ensure required documentation is maintained and readily accessible for audit and compliance purposes.
- Identify gaps in required employee qualifications and report them to appropriate management.

Fleet and Vehicle Compliance

- Provide corporate oversight of vehicle and fleet compliance from a safety and regulatory perspective.



- Ensure Town vehicles and equipment have appropriate registrations, inspections, documentation and required certifications.
- Establish systems for tracking vehicle registrations, inspections, maintenance requirements and compliance documentation.
- Work with departments to ensure vehicles and equipment are operated and maintained in accordance with applicable legislation, manufacturer requirements and Town policies.
- Support the development and implementation of safe vehicle and equipment operating practices.
- Maintain appropriate fleet records and documentation.

Inventory and Equipment Controls

- Develop and maintain appropriate inventory control systems for corporate safety equipment, supplies and other designated assets.
- Issue, reconcile and process Purchase orders, and Invoices
- Establish processes for tracking the issuance, inspection, replacement and maintenance of safety equipment and personal protective equipment (PPE).
- Work with departments to identify equipment requirements and ensure appropriate safety equipment is available to employees.
- Support departments in maintaining accurate inventories and identifying gaps, obsolete equipment or replacement requirements.
- Assist with the development of standardized processes for equipment and asset tracking where appropriate.

Facility Safety and Compliance

- Coordinate facility safety inspections and risk assessments.
- Work with Engineering & Public Works, Facilities and other departments to address building and workplace safety concerns.
- Monitor requirements related to emergency preparedness, fire safety, accessibility, workplace hazards and other facility-related safety matters.
- Maintain appropriate facility safety documentation and inspection records.
- Support Engineering and Public Works departments in developing and maintaining emergency procedures and workplace-specific safety plans.

Other Duties

- Assist with backfill for Engineering Administration assistant when required.

EDUCATION AND BACKGROUND

Qualifications and Experience

- Post-secondary education in Occupational Health and Safety, Safety Management, Risk Management, Fleet Maintenance, Fleet Management, or equivalent combination of education and experience.



- Relevant professional designation or certification in occupational health and safety is considered an asset.
- Minimum of 3–5 years of progressive experience in occupational health and safety, or mechanical, or fleet, compliance, risk management or a related field.
- Relevant Red Seal mechanical trade is considered an asset.
- Experience working with COR, regulatory compliance or comparable workplace safety audit programs.
- Experience working in a multi-departmental or municipal environment is considered an asset.
- Knowledge of Nova Scotia occupational health and safety legislation and regulations and National Safety Code.
- Experience developing policies, procedures, safety programs and compliance tracking systems.
- Strong organizational and administrative skills with the ability to manage multiple audits and competing priorities.
- Excellent communication, interpersonal and relationship-building skills.
- Strong analytical, problem-solving and investigative abilities.
- Proficiency with Microsoft Office and the ability to develop and maintain electronic tracking and reporting systems is essential.

Core Competencies

The successful candidate will demonstrate:

- **Leadership:** Ability to lead corporate safety initiatives and influence positive safety practices across departments.
- **Collaboration:** Ability to work effectively with employees, supervisors, managers, committees and senior leadership.
- **Accountability:** Strong attention to compliance, documentation, deadlines and follow-through.
- **Risk Management:** Ability to identify hazards, assess risk and develop practical solutions.
- **Organization:** Ability to manage multiple programs, records, inspections, audits and compliance requirements.
- **Communication:** Ability to communicate safety requirements clearly and effectively to employees at all levels.
- **Continuous Improvement:** Commitment to identifying opportunities to strengthen Town systems, processes and safety culture.

Working Relationships

The Safety Coordinator will work across the organization and establish strong working relationships with:

- Human Resources
- Engineering & Public Works
- Fire Department
- New Glasgow Regional Police



- Community Development
- Recreation
- Finance
- Information Technology
- Facilities and building operations
- Managers, supervisors and employees
- JOSH Committees
- External regulators, auditors and safety organizations

Overall Purpose

The Fleet & Safety Coordinator will provide the Town of New Glasgow with a **centralized corporate resource for fleet, workplace safety, compliance and operational risk management**, ensuring that fleet and safety responsibilities are coordinated consistently across departments and that the Town is proactive in meeting legislative, regulatory and organizational requirements.

All interested applicants are asked to submit their resume and cover letter with Fleet & Safety Coordinator listed in the subject line to Rebecca MacNeil, Director of Human Resources (rebecca.macneil@newglasgow.ca)

STATEMENT OF INTENTION

We encourage applications from a wide spectrum of backgrounds and experiences, recognizing the immense value that diversity brings to our team. We are on a journey of learning and growth, continually striving to create a more inclusive and equitable environment. We encourage individuals from historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQ+ community, and newcomers to Canada to apply.

We are committed to providing accommodation for individuals with disabilities at every stage of the hiring process. We recognize that there is always more to learn and improve upon in our journey towards greater inclusivity and humility.

THE TOWN OF NEW GLASGOW IS GUIDED BY KEY STRATEGIES THAT DEFINE OUR COMMITMENT TO PROGRESS:

Investment in Infrastructure: We believe in the power of well-maintained infrastructure to drive growth and prosperity.

Commercial Development: We actively promote a business-friendly environment, fostering economic expansion.



Environmental Stewardship: We are dedicated to preserving and enhancing our natural surroundings for current and future generations.

Downtown Revitalization: We are invested in revitalizing our town center, making it a vibrant hub for all.

Cultural Diversity: We celebrate diversity and actively work to build an inclusive community.

Strategic Partnerships and Regional Cooperation: We believe in the strength of collaboration and actively engage in regional initiatives.

Health and Safety: We prioritize the well-being of our residents and employees, ensuring a safe environment for all.

The Creative Economy: We recognize the vital role of creativity and innovation in driving economic growth.

As an employee in New Glasgow, you will be part of a community that embraces growth, diversity, and progress. Join us in shaping a future filled with opportunities, both for personal and professional development, in a town that treasures its heritage while embracing a forward-thinking vision.

A complete job profile, outlining additional competencies, educational and experience requirements and working conditions can be provided upon request.