

**OCCUPATIONAL HEALTH AND SAFETY COORDINATOR
CLASS CODE 05750**

KIND AND LEVEL OF WORK

This is the senior or supervisory level for trained employees who independently perform inspection, investigation, monitoring, advisory and education work relating to the prevention of work related accidents and illness, the promotion of occupational health and safety, and the enforcement and interpretation of the provisions of the Occupational Health and Safety Act and regulations.

Employees of this class perform their work independently without immediate reference to supervisors and with considerable latitude open to the employee as to techniques to be employed or courses of action to be taken. The work of these employees consists of a full range of industrial application, encompassing a variety of assignments. Work is assigned by a manager and is reviewed on completion for adherence to departmental policy and precedes, adequacy of action taken and interpretation of Acts and regulations.

TYPICAL DUTIES

Coordinates, maintains and further develops a multi-faceted Occupational Health and Safety Program.

Recommends the use of personal protective equipment, engineering controls, preventive measures, procedures, and programs necessary for the prevention of incidents.

Recommends necessary changes and orders cessation of processes and/or procedures, and closure of facility, if conditions of imminent danger exist to the health or safety of staff and/or students.

Conducts workplace inspections to evaluate processes and work practices to determine potential health or safety hazards.

Conducts investigations of selected incidents, health hazards, occupational disease or work site to determine both the direct and indirect causes and the preventive measures the recommends and initiates corrective action, submits detailed reports and follows up on the remedial measures.

Evaluates current regulations and standards and recommends changes.

Coordinates and conducts employee training courses.

OCCUPATIONAL HEALTH AND SAFETY OFFICER

Kind and Level of Work:

This is the full working level for trained employees who independently perform inspection, investigation, monitoring, advisory and education work relating to the prevention of work related accidents and illness, the promotion of occupational health and safety, and the enforcement and interpretation of the provisions of the Occupational Health and Safety Act and regulations.

Employees of this class perform their work independently without immediate reference to supervisors and with considerable latitude open to the employee as to techniques to be employed or courses of action to be taken. The work of these employees consists of a full range of industrial applications, encompassing a variety of assignments from routine to complex. Work is assigned by a manager and is reviewed on completion for adherence to departmental policy and procedures, adequacy of action taken, and interpretation of acts and regulations.

Typical Duties:

- Arranges and conducts safety and health inspections and investigations of work sites subject to the Occupational Health and Safety Act and regulations.
- Recommends the use of personal protective equipment, engineering controls, preventive measures, procedures and programs necessary for the prevention of incidents.
- Recommends necessary changes and orders cessation of processes and/or procedures, and closure of facility, if conditions of imminent danger exist to the health or safety of workers and/or students.
- Conducts investigations of selected incidents, health hazards, occupational disease or work sites to determine both the direct and indirect causes and the preventive measures and recommends and initiates corrective actions, submits detailed reports and, when appropriate, follows up on the remedial measures.
- Evaluates current regulations and standards and recommends changes.
- Maintains and expands programs to include training and work procedures.
- Analyzes work procedures, identifies potential safety and health problems, and develops remedial health and safety practices, procedures and programs to improve the work environment.

OFFICE ASSISTANT I

These positions provide clerical support to a work area.

TYPICAL DUTIES

- performs reception duties, including screening calls and visitors.
- keyboard from copy
- maintains accurate records and inventory systems
- assigns equipment and material to students and instructors
- issues receipts
- files
- photocopies
- maintains office supplies
- completes requisitions
- distributes information

MAJOR ALLOCATING FACTORS

Skills/Expertise

This is an entry level position. Positions require knowledge of or ability to learn and carry out elementary office procedures and operations. Basic keyboarding skills may be required. Some knowledge of basic operations of computers is an asset.

Independence/Decision Making

Work is performed in accordance with well established policy and procedure. Routine decisions may be made within the confines of these policies and procedures; and other decisions would be referred. Priorities are established by a supervisor. Work is reviewed in progress initially and upon completion on the basis of accuracy and conformance to instructions.

Contacts

Positions obtain and provide straightforward, routine information to SAIT staff, students and the public with tact and courtesy.

Supervisory Function

Positions have no supervisory responsibility. They may provide guidance to co-workers, student or casual employees.

-2-

MINOR ALLOCATING FACTORS**Originality**

Some opportunity may exist to determine the job layout or to recommend minor changes to standard format.

Consequence of Error

Errors are easily detectable, may result in time delays or inconvenience.

EDUCATION/EXPERIENCE

Grade 12 completion including or supplemented by coursework in keyboarding; or an equivalent combination of education and experience.

NOTES

This position is normally the first level, of a two level growth series, however, there may be some positions which are terminal at the I level.

NOV '90

OFFICE ASSISTANT II

This is routine clerical work including typing, in support of an academic or administrative department.

TYPICAL DUTIES

- In addition to duties listed at the Office Assistant I, an incumbent:
- types memos, correspondence, exams, invoices, schedules, course material
- takes minutes, tapes meetings and transcribes
- schedules meetings and appointments
- trouble shoots equipment and software problems

MAJOR ALLOCATING FACTORS**Skills/Expertise**

Positions require demonstrated ability in typing. Data entry, and knowledge/utilization of software packages and the taking and transcription of minutes may be required. Organizational skills, basic knowledge of department regulations and procedures and key activities of the department along with the ability to communicate effectively and make appropriate referrals is also required.

Independence/Decision Making

Work is performed in accordance with well established policy and procedure. Positions make routine decisions within the confines of these policies and procedures. Priorities are generally established by a supervisor and positions may set their daily routine. Work is reviewed upon completion on the basis of accuracy and conformance to instructions.

Contacts

Positions provide and obtain basic information to/from groups/individuals both internal and/or external to SAIT which requires tact and courtesy.

Supervisory Function

There may be a requirement for training and supervision of junior or wage staff. Full supervision is not a feature at this level.

MINOR ALLOCATING FACTORS

Originality

Positions have some opportunity to draft standard form letters in response to routine enquiries and determine what information to send out in response to the enquiries. As well, equipment functions are applied to meet author requirements in formatting new material and troubleshooting equipment and software problems. The opportunity to devise alternative methods for completing work assignments are features at this level.

Consequence of Error

Errors can result in embarrassment to the organization, loss of time and inconvenience.

Education/Experience

Grade 12 completion including or supplemented by course work in typing, stenography, relevant software plus 6 to 12 months clerical or secretarial experience; or an equivalent combination of education and experience.

NOV '90

CS-002

CLASSIFICATION DESCRIPTION:**OPERATIONS COORDINATOR****KIND AND LEVEL OR WORK**

This is a responsible technical position, supervising the day-to-day operation of a complex computer system.

Employees of this class supervise the operation of a large scale computer centre, and perform various administrative duties relating to the operation of a large computer installation. This work is subject to scrutiny by the Manager.

TYPICAL DUTIES

Supervise computer operators and wages employees (eg. student operators and monitors and provide day-to-day direction to meet the department objectives.

Monitor performance of subordinates and prepare and conduct annual performance appraisals.

Participate in the interviewing and selection of computer centre staff.

Arrange shift schedules and backup for computer operators.

May be required to oncall to take corrective action on computer problems, data communication problems and emergency situations which arise from time to time.

Schedule tours of the Computer Centre, and train computer operators to give informative and comprehensive tours.

TYPICAL DUTIES (cont'd)

Maintain a detailed cost analysis of remote outreach centre, verifying billing and toll charges, taking remedial action when necessary.

Prepare and maintain an annual supplies budget.

Estimate and order, annually, computer related supplies for all user departments and computer installation. Keep a running inventory to ensure adequate stock is on hand.

Maintain telephone system data base and distribute monthly cost analysis reports to all departments.

Assist in the physical planning layout of installing new equipment, expansions and renovations.

Assume duties of Manager of Technical Services, when required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge in the limitations, use and operation of a complex computer system, and its related environmental equipment, the conditions that can occur, and the remedial action necessary.

Knowledge of the complexity and logic of a data communication network, the conditions that can occur, and the remedial action necessary.

Ability to make prompt judgements based on logical analysis of all factors.

Ability to supervise a technical staff.

EXPERIENCE AND EDUCATION

Experience in the operation of computing system. Technical school graduate supplemented by computer manufacturers training courses, or an equivalent combination of experience and education.

NOTE:

Salary range \$2,572.00 to \$3,076.00 per month