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Health, Safety & Wellness Field Coordinator Permanent – Full Time

ARROW Utilities, a Capital Region Commission, is a regional services Commission providing wastewater transmission and treatment services to nearly 400,000 people in 13 municipalities surrounding the City of Edmonton. ARROW owns and operates 200 km of wastewater transmission lines, 5 pumping stations, and a modern state of the art wastewater treatment plant located just north of Sherwood Park, Alberta. Our mission is to provide safe, reliable, cost-effective and environmentally responsible wastewater transmission and treatment services.

This is an exciting time to join ARROW as we are experiencing unprecedented growth with the expansion of our wastewater treatment facility and the use of membrane bioreactor removal (MBR) technology to treat used water for resale to industrial clients. We're focused on building strong, resilient teams and increasing capacity to support our evolving operations.

We are hiring one full-time, permanent Health, Safety & Wellness (HSW) Field Coordinator reporting to Director of Safety, HR and Wellness to join our team.

Key responsibilities include:

- Promote a proactive health, safety, and wellness culture by maintaining on-site visibility, providing guidance, and supporting leadership with HSW initiatives and meetings.
- Conduct field inspections, audits, and observations to verify compliance with the Health and Safety Management System (HSMS), Alberta OHS legislation, and standards.
- Maintain and evaluate Emergency Response Plans through drills, exercises, and reviews to ensure preparedness and continuous improvement.
- Support the implementation and maintenance of Respiratory Protective Equipment and hydrogen sulfide (H₂S) management programs.
- Support reporting, investigation, and tracking of incidents and hazards, ensuring timely resolution, communication of learnings, and follow-up on corrective actions.
- Collaborate with employees, contractors, and the Joint Health and Safety Committee

to promote consistent HSW practices and assist with project reviews, tie-ins, and shutdowns.

- Provide cross coverage within the Health, Safety & Wellness portfolio and assist in advancing organization-wide HSW programs and culture.

To be a successful candidate, you must have:

- OHS Degree, Diploma, or Certificate; an equivalent combination of education and experience may be considered.
- CRSP or CRST designation considered an asset.
- 3+ years' experience in occupational health and safety, including field assessments or inspections within utilities, industrial, or similar sectors.
- Solid knowledge of the Alberta OHS Act, Regulation, and Code, and familiarity with industry best practices and standards.
- Strong communication, organizational, and problem-solving skills, with the ability to engage effectively with employees, contractors, and leadership.
- Proficient in Microsoft Office applications and capable of managing multiple priorities with minimal supervision.
- Valid Alberta Class 5 Driver's License and access to a reliable vehicle.

This is a **field focused** role, with a mix of field work at the Plant Site and Transmission System areas in the Alberta Capital Region and office work, depending on project and operational needs.

We offer a compressed work week of 70 hours bi-weekly, with every other Friday as an earned day off (EDO). The salary range for this position is \$78,563.22 to \$96,463.82 per annum. We also provide a comprehensive benefits package, three (3) weeks of paid vacation annually, and eligibility for the Local Authorities Pension Plan. We are proud of our friendly and safe working environment.

To apply, please submit your resume and cover letter by e-mail to HR@arrowutilities.ca. The application deadline is May 5, 2026, subject to extension or early closure, with the opportunity remaining open until a suitable candidate is found.

For more information on ARROW please visit our website at www.arrowutilities.ca.



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Located on ᐃᑦᑦᑦᑦᑦᑦᑦᑦᑦᑦᑦᑦ (Amiskwaciwâskahikan)
Treaty 6 Territory/MNA Region 4

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ARROWUTILITIES.CA

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