



ARROW Utilities, a Capital Region Commission is a regional services Commission providing wastewater transmission and treatment 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 the main wastewater treatment plant. Our mission is to provide safe, reliable, cost efficient, and environmentally responsible wastewater transmission and treatment service.

There is an exciting opportunity to join our team. As part of the Health and Safety team our Health and Safety Advisors (up to 2) are primarily responsible for:

- **Promoting and Embedding HSW Culture:** Provide onsite guidance, leadership support, meeting preparation and timely communication to ensure HSW remains a core organizational value.
- **Program Maintenance, Compliance and Assessment:** Support continuous improvement through risk-based training, emergency exercises, employee input, and specialized HSW guidance.
- **Field Presence:** Conduct field inspections, audits, and operational support activities to assess HSMS compliance, identify practical improvements, and ensure corrective actions are effectively implemented in accordance with legislation, standards and best practices.
- **Hazard Identification, Risk Management, and Incident Management:** Lead organizational hazard and incident management by identifying and mitigating risks, investigating incidents and trends, and coordinating corrective actions reporting, and WCB processes to continuously improve HSW performance.
- **Collaboration, Communication and Support:** Collaborate across the organization to provide HSW guidance, technical support, regulatory communication, contractor oversight, and budget input while ensuring employee and operational

needs are incorporated into HSW initiatives.

To be a successful candidate you must:

- Field specific degree or diploma (combination of education and experience may be considered)
- 3+ years
- Knowledge of Alberta OHS
- Knowledge of industry standards and best practices
- Possess strong written and interpersonal communication skills, with excellent attention to detail and a high level of accuracy.
- Have strong organizational and time management skills.
- Be a self-starter, able to work under minimal supervision, exercise good judgment, and effectively manage multiple priorities.
- Be highly organized, motivated, honest, and willing to learn.
- Have a safety conscious mindset.
- Possess advanced skills with the Microsoft Suite.

We work a compressed work week: This position is based on 70 hours every two weeks, with every other Friday as an earned day off.

We provide a comprehensive benefits package, paid time off, and eligibility for the Local Authorities Pension Plan (LAPP). We are proud of our friendly and safe working environment.

To apply, please submit a cover letter and resume to HR@arrowutilities.ca no later than September 3.

For more information on ARROW, visit:
www.arrowutilities.ca

While we appreciate all applications, only those candidates selected for an interview will be contacted.

Please note: Our plant is located just outside of Fort Saskatchewan and public transit **is not** available.

CITY OF
BEAUMONT

CITY OF LEDUC

CITY OF FORT
SASKATCHEWANCITY OF
SPRUCE GROVE

CITY OF
ST. ALBERT

TOWN OF BON
ACCORDTOWN OF
GIBBONSTOWN OF
MORINVILLETOWN OF
STONY PLAIN

LEDUC COUNTY

PARKLAND
COUNTY

STRATHCONA
COUNTYSTURGEON
COUNTY