



Requires a Full-Time CEMC, Accessibility and Health & Safety Manager

The CEMC, Accessibility and Health and Safety Manager shall be responsible for promoting a safe and healthy workplace for all employees and will develop and implement policies and procedures that meet legislated requirements under the Occupational Health & Safety Act RSO 1990, regulations and requirements of the Ministry of Labour and to keep written documentation of all related matters.

The CEMC, Accessibility and Health and Safety Manager will maintain the Town's Emergency Management Plan and ensure the plan meets all the requirements under the Emergency Management and Civil Protection Act RSO 1990 Chapter E9, and Regulation 380/04, as amended.

This position will facilitate the Emergency Management Committee and Municipal Emergency Control Group meetings as well as coordinate training and provide public education on emergency practices. This position will ensure that the Town of Goderich is prepared at all times to meet any emergency either natural or manmade.

The CEMC, Accessibility and Health and Safety Manager will ensure that the Town is meeting all requirements of the 2005 Accessibility of Ontarians with Disabilities Act, 2005 (AODA).

The CEMC, Accessibility and Health & Safety is a member of the Senior Leadership Team.

Under the direction of the Chief Administrative Officer, the successful applicant will perform the following duties and responsibilities:

- Responsible for identifying grant funding opportunities, drafting for the Chief Administrative Officer's approval, submitting grant requests, monitoring and reporting to the respective agency to achieve department goals.
- Establish health and safety objectives and standards that assist in preventing occupational injuries and illness through all levels of the Corporation.
- Review and update annually, implement, develop new, and maintain the Town's Health and Safety Program, according to legislative requirements, and distribute to all corporate departments and the Mid-Huron Recycling Centre employees.
- Responsible for the preparation of the Joint Health and Safety Committee meeting agendas, Staff Reports outlining changes in health and safety regulations/legislation, amendments to corporate Health and Safety Program policies and procedures, etc., and minutes, and Chairs all Joint Health and Safety Committee meetings.

- Conduct the annual audit of the Town's Health and Safety Program, modelled on the WSIB Work Well Audit, and prepare a work plan that identifies gaps in standards.
- Coordinate and deliver Health and Safety orientations for all new employees (including returning summer students), promotion from employee status to supervisor, and when an employee changes roles internally.
- Conduct workplace inspections.
- Assist with Health and Safety investigations, and act as the Town's liaison with the Ministry of Labour and other agencies for matters such as work refusals, accident investigations and field visits.
- Coordinate implementation of the Town's Workplace Violence Program.
- Maintain inspection schedules and ensure completion of all Joint Health and Safety Committee, Senior Leadership Team members, and Supervisor inspections.
- Coordination and development of annual Job Hazard Analysis Review.
- Coordination of quarterly review of Health and Safety Action Plans.
- Track Health and Safety incident trends and devise corrective actions with Senior Leadership team members.
- Responsible for the on-going maintenance of the Health and Safety section of the Town's Intranet.
- Review and maintain all Contractor WSIB and Insurance Certificates.
- Conduct training and/or contract out and coordinate external training resources.
- Maintain Health and Safety Training Matrix and records and advise Senior Leadership Team members on required training needs.
- Coordination and development of annual Employee and Supervisor Health and Safety Review.
- Attend quarterly Huron Perth Drug Strategy Committee/Harm Reduction meetings.
- Attend quarterly Huron County Youth Justice Committee meetings.
- Review and update the Town's Emergency Management Plan on an annual basis, including appendixes.
- Write and conduct annual Emergency Exercise.
- Maintain Primary and Alternate CEMC, and Emergency Management Control Group Training Matrix and records, and advise members on required training needs.
- Provide public education on emergency practices.
- Preparation of Emergency Management Program Committee and Municipal Emergency Control Group meeting agendas, reports, supplementary documents, minutes, and facilitates these meetings.
- Provide annual training to the Municipal Emergency Control Group.
- Annually review and update the Town's Hazard Identification Risk Assessment (HIRA) matrix.
- Annual review and update the Town's Critical Infrastructure matrix.

- Prepare and submit the Town's annual compliance submission to Emergency Management Ontario.
- Assist all departments in completing Continuity of Operations Plans (COOPs) on an annual basis.
- Keep current with relevant community issues and threats and prepare Emergency Response Plans as appropriate.
- Attend quarterly meetings of the Huron Community Safety and Well Being Plan Working Group and Oversight Committee and report updates to Council.
- Attend Emergency Management Ontario – Bruce Sector semi-annual meetings.
- Ensure the Town of Goderich is meeting the regulations under the 2005 Accessibility of Ontarians with Disabilities Act, 2005 (AODA).
- Attend semi-annual meetings of the Huron County Accessibility Working Group, and the Huron County Accessibility Advisory Committee meetings.
- Provide training to staff on accessibility issues.
- Review and update the corporate website(s) to ensure they meet accessibility standards as well as quality assurance standards.
- Contribute to the development and successful execution of department goals and objectives, and other tasks assigned by the Chief Administrative Officer.
- Development of the Town's Health and Safety, Accessibility and Emergency Management Program policies and procedures for the Chief Administrative Officer's review, and subsequent adoption by Goderich Town Council.
- Responsible to inform Department Heads, Supervisors and CAO of revised legislation.
- Assist with Hazard Identification and the development of safe work procedures/policies.
- In conjunction with the Director of Corporate Services/Treasurer, prepares health & safety and emergency preparedness operating budgets.
- Creates and maintains a customer-friendly atmosphere and sets high expectations of staff to deliver superior customer satisfaction. Manages overall performance according to key performance indicators and seeks and implements operational efficiencies that enhance overall service delivery and customer service.
- Performs other duties, as assigned.

The ideal candidate will possess the following qualifications:

- Post-secondary education in Emergency Management, Health Sciences, Human Resources, Public Administration, or a related field
- Equivalent combination of education and experience will be considered
- Health and Safety Certification (JHSC Part 1 and 2)
- Safety Group (Dunk & Associates) Auditor Training
- Basic Emergency Management (BEM) Training
- Certified Emergency Management Coordinator (CEMC) Training
- Scribe Writing Course

- Incident Management System (IMS 100 and 200) Training
- AODA Customer Service Training
- Current First Aid & CPR Training Certification
- Ministry of Labour, Immigration, Training and Skills Development Supervisor Health and Safety Awareness Training in 5 Steps
- Valid Ontario Driver's Licence.
- Satisfactory Criminal Records Check (CRC)

The rate of pay for this position is \$42.09 to \$50.10 per hour. Based on 35-hour work week within the core operating hours of 8 AM – 4 PM, Monday through Friday. This position is for an existing vacancy in the Department.

The Town of Goderich offers an OMERS Pension Plan, Employee Recognition Programs, and a Professional Development Program. The Town of Goderich offers a comprehensive health benefits package, including dental care, vision care, prescription drug coverage, paramedical services and much more to full-time employees. The Town of Goderich promotes a productive team environment for personal growth and success.

Qualified candidates are invited to email their letter of application and resume (one PDF document) to HR@goderich.ca, by 4 PM, Wednesday, April 29, 2026.

Town of Goderich – Human Resources
57 West Street
GODERICH, Ontario N7A 2K5

Only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The Town of Goderich is an equal opportunity employer.

The Town of Goderich is committed to fostering a positive and progressive workforce that is representative of the citizens we serve. We will provide equitable treatment and accommodation to ensure barrier-free employment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and the Town of Goderich's Integrated Accessibility Standard, a request for accommodation will be accepted as part of the Town.