

**Department:** Administration  
**Reports To:** Chief Administrative Officer  
**Supervises:** Not Responsible for Supervision of Staff  
**Review Date:** April 2026

---

## SUMMARY OF POSITION

Under the direction of the Chief Administrative Officer, 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.

## FUNCTIONAL RESPONSIBILITIES

### GRANT WRITER FOR DEPARTMENT

- ❖ 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.

### HEALTH & SAFETY

- ❖ Establish health and safety objectives and standards that assist in preventing occupational

CEMC, ACCESSIBILITY AND HEALTH & SAFETY MANAGER

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.

**EMERGENCY PREPAREDNESS**

- ❖ 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

CEMC, ACCESSIBILITY AND HEALTH & SAFETY MANAGER

- 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.

**ACCESSIBILITY**

- ❖ 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.

**OTHER**

- ❖ Contribute to the development and successful execution of department goals and objectives, and other tasks assigned by the Chief Administrative Officer.

**POLICY/PROCEDURE**

- ❖ 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.

CEMC, ACCESSIBILITY AND HEALTH & SAFETY MANAGER

- ❖ 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.

**STRATEGIC PLANNING**

- ❖ In coordination with the Chief Administrative Officer, develop, maintain, and execute emergency management programs, policies, and multi-year work plans that align with the Emergency Management and Civil Protection Act and Ontario and Regulation 380/04.

**EDUCATION AND 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
- ❖ Satisfactory Criminal Records Check (CRC)

**KNOWLEDGE AND SKILLS**

- ❖ **Leadership and Decision-Making:**
  - a) Ability to control chaotic situations, make swift, informed decisions, and provide strategic direction under pressure.
  - b) Prioritizing workload and ensuring standards are met by the municipality from various legislation and ensuring all safety procedures and regulations are adhered to.
- ❖ **Communication and Coordination:**
  - a) Exceptional verbal and written communication skills for public outreach, stakeholder management, and inter-agency coordination (the 4Cs: communication, cooperation, coordination, collaboration).
  - b) Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature.

CEMC, ACCESSIBILITY AND HEALTH & SAFETY MANAGER

- c) Ability to influence behaviour, encourage employee ownership to comply with the Occupational Health and Safety Act, and corporate health and safety operating procedures (SOPs) and policies, and communicate safety protocols to all levels of personnel.
- d) Deliver safety training to employees
- e) Strong presentation skills to senior leadership team and Council
- ❖ **Analytical and Problem-Solving Skills:**
  - a) Knowledge of and the ability to interpret and comply with a variety of municipal by-laws, federal and provincial legislation, contractual agreements, policies, and guidelines pertaining to all areas of operations.
  - b) Conducting risk assessments/incident investigations, analyzing data/root cause analysis, identifying response gaps to develop proactive, corrective, and preventive measures (continuous improvement plan/workplan).
  - c) Solve complex safety problems, alongside the ability to make rapid, informed decisions in high-pressure or emergency situations.
- ❖ **Planning and Organization:** Developing emergency operations plans, training, and exercises to prepare for disasters.
- ❖ **Technical Proficiency:** Familiarity with various computer software systems, including Microsoft Office and occupational health and safety databases, telecommunication tools (two-way radios, portable message signs, Voyent Alert emergency notification system, etc.), monitoring and analytics of CCTV feeds, utilization of AI tools, and responsible for the overall management of drone operations for situation awareness, risk mitigation and incident response.
- ❖ **Flexibility and Adaptability:** The ability to pivot plans rapidly when circumstances change.
- ❖ **Resource Management:** Resourcefulness in managing budgets and securing grants.
- ❖ **Interpersonal Skills:**
  - a) Ability to work independently with minimal supervision, however fostering teamwork.
  - b) Building morale and demonstrating empathy.
  - c) Building and maintaining a proactive safety culture.

**PERSONAL CONTACTS**

Communicates with internal and external individuals.

- ❖ Internally includes:
  - CAO, Senior Leadership Team Directors and Managers, municipal employees, and members of Council
- ❖ Externally includes:

CEMC, ACCESSIBILITY AND HEALTH & SAFETY MANAGER

- The public, neighbouring municipalities, counties and regions, consultants, contractors, provincial and federal agencies, and non-governmental organizations (NGO) (i.e., local service clubs, etc.)

**HEALTH AND SAFETY**

- ❖ The Town will provide the necessary safety equipment for this position.

**WORKING CONDITIONS**

Work occurs in a clean office environment with a high degree of public contact. This position requires long periods of sitting, as well as consistent visual and mental concentration on computer screen(s). Hours of work are scheduled within the core operating hours of 8 AM – 4 PM, Monday through Friday. However, occasional overtime may be required to deal with peak periods, attending public events, responding to emergencies and health and safety related incidents, Council or evening meetings, deadlines imposed by the Chief Administrative Officer, Council direction or by legislation. Work involves exposure to disruptions, difficult situations and/or conflict that must be handled diplomatically and without compromising the Town of Goderich's corporate reputation and/or policies.

**NOTE TO READER:** This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual. The information provided will indicate the general skills, effort, responsibility, and working conditions expected in the role.