



Safety Officer, Contract Administrator, and Engineering

Duties and Responsibilities, Safety Officer:

- To be the designated Safety Officer for the KFS safety program.
- To assist the current operational field safety advisor with the KFS safety program.
- To set monthly safety meetings including JOHSC meetings and to represent KFS management at those safety meetings.
- Assist with KFS new hire packages for all pre-hire & post-hire safety requirements including the KFS Drug and Alcohol policy.
- To ensure that KFS is compliant with all Worksafe requirements including "Safe Certification".
- To take the necessary training to maintain KFS "Safe Certification" including internal auditing procedures.
- To further develop and maintain Standard Operating Procedures that meet the requirements under the KFS Health and Safety policy.
- Provide training and mentor KFS staff and workers with compliance requirements.
- Update and keep current the KFS safety manual.
- Instruct the operational field safety advisor on performing field inspections/audits of KFS field workers on specific projects to meet compliance requirements.
- Help maintain safety records & certifications database.
- Help with external auditors for KFS safe certification.

Duties & Responsibilities, Contract Administration and Engineering:

- Report directly to the KFS General Manager
- Interview, hire, and prepare hire agreements for new KFS employees.
- Manage the KFS community forest, K1K, for harvesting opportunities and silviculture obligations.
- Prepare logging plans, budgets, and hire logging contractors for the community forest.
- Engineer roads and hire road building contractors
- Responsible for post-harvest silviculture treatments up to Free Growing obligations.
- Budget and accrue for silviculture liabilities for the community forest.
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- Assist in preparation of month-end projects update for the KFS Board of Directors
- Participate in the KFS Community Forest K1K annual general meeting
- Perform other related duties as assigned.



Primary Skills

- Excellent Organizational skills, Multi-Tasking / Coordination skills, Time Management skills
- Excellent clear/concise verbal and written communications skills. (English)
- Knowledge of forest practices related to forest safety.
- Able to work independently. Must be self-directed, self-motivated, and willing to take initiatives.
- Knowledge of forestry legislation is an asset.

Technology Skills:

- Proficient with computer technologies and software, especially Microsoft Office (Outlook, Word, Excel, Teams etc.) & Adobe Acrobat
- Proficient with forestry maps & capable of using/learning mapping software (Google Earth, QGIS).
- Working knowledge of RESULTS is an asset.
- General forest engineering experience
- Experience using QuickBooks is an asset.

Job Type: Full-time, Permanent, 8-hour shift

Salary: Commensurate on experience

Benefits:

- Company pension
- Disability insurance
- Extended health, dental & vision care
- Life insurance
- Sick Days
- On-site parking

For more details on the position or to apply, please contact:

Rob Furness, General Manager

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