



## HSE Coordinator – Calgary, AB

Certarus Ltd (“ Certarus ”), a leader in the delivery of natural gas fuel, has an opening for a HSE Coordinator to join their team in Calgary, Alberta. Certarus is a private company with a focus on operations in the USA and Western Canada. For more info visit [www.certarus.com](http://www.certarus.com).

### Summary

The HSE Coordinator will be responsible for assisting the HSE & Transportation Manager in day-to-day operation of the Health & Safety Management Program at Certarus. The HSE Coordinator will support all HSE and transportation compliance functions. This position will report directly to the HSE & Transportation Manager.

### Job Description

- Serve as supporting member of the Joint Health & Safety Committee
- Work on special projects under guidance of the Manager
- Develop and update HSE policies under the guidance of the Manager
- Assist hiring managers with new employee onboarding, documentation and recordkeeping
- Maintain up to date employee files including all records of training and certification
- Create and distribute safety bulletins and safety meeting materials
- Oversee and report truck driver hours of service and vehicle inspection compliance
- Manage fleet vehicle registrations, IFTA and Prorate accounts
- Maintain employee training records and assist with ongoing training requirements
- Manage all Certarus safety data accounts including ISNetworld, ComplyWorks, Avetta, etc
- Manage third party trucking contractor compliance with Certarus HSE expectations
- Assist in incident investigations and incident report writing
- Support adherence to company policies and regulations governing Certarus operations
- Gather HSE performance statistics and support HSE participation incentive programs
- Other special projects as assigned

### Requirements

- OH&S Diploma or certificate or similar education
- Bachelor's Degree an asset
- 1 – 3 years in a corporate HSE environment
- Field experience in a safety-sensitive role an asset
- Understanding of trucking regulations an asset
- Self-starter capable of working under minimal supervision
- Demonstrated organizational skills
- Excellent written and verbal communication skills
- Proficient in MS Office with an aptitude to learn new computer programs quickly

Certarus offers a competitive compensation package and the ability to join a dynamic growing company within the oil & gas sector.

Please send resume and cover letter to: [careers@certarus.com](mailto:careers@certarus.com).