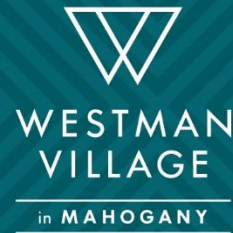


It takes a village.

Come and be a part of our team.



See the magic. Be part of the lifestyle.

As a **Project Safety Administrator**, you understand that safety is the number one priority. Westman Village is the only resort-style, all-inclusive community in Calgary. Located in the lake community of Mahogany, Westman Village is an expansive project. Currently 7 different wood frame condominium complexes are under construction, with more to come as the project progresses. As the Project Safety Administrator, you will work alongside the Project Safety Coordinator as well as the Construction team to provide them with safety support on a daily basis. You are driven and motivated to be a part of a dynamic Westman Village team.

This is a 9-month contract position.

A Day in the life of a Project Safety Administrator:

- Assist with conducting daily inspections on the various sites in Westman Village with a focus on administrative reporting
- Assist in facilitating and coaching staff and trades on safe work practices, including the enforcement of wearing PPE
- Hold trade partners and Jayman BUILT employees accountable to the adherence of the company safety standards
- Ensure safe work practices, tool-box meetings, and hazard assessments are being conducted by appropriate managers and site supervisors
- Documentation of safety management systems for the Westman Village projects, keeping safety records, and reporting to external agencies such as OH&S and WCB.

What you will bring to the table:

- Ideally, experience in the Multi-Family residential construction industry
- In the process of completing the NCSO designation.
- Robust ability to multi task; be proactive; and understand attention to detail
- Strong familiarity with applicable legislation including OH&S
- Experience with providing accurate and timely reporting on safety activities to managers at all levels
- Must have a sense of urgency and an ability to make judgment calls
- Good computer skills including Outlook, Word and Excel
- Must have exceptional communication skills both verbal and written

As a Platinum Member of Best Managed Companies, we will provide you the following:

- Customized Training Programs
- On-site Gym
- Activities and events for staff and their families
- Extensive community and volunteer involvement

Do you see the magic? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 26 thousand homes built in the last 38 years. Please send your resume and cover letter to <https://www.fitzii.com/apply/33068> no later than August 10, 2018.

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.