

Job Title: Representative, Workforce site Operations

Department: Workforce Operations

Reports to: Site Lead, On-Site Operations

Summary

BCIB has an immediate need to fill the role of Site Representative, Workforce Operations. In this capacity, the successful candidate will support BCIB's Site Lead in carrying out the responsibilities of BCIB as the employer of the skilled workforce on the select public infrastructure job sites under BC's Community Benefits Agreement. We are looking to fill roles in the Kamloops, Chase, Salmon Arm, Revelstoke and Golden area.

Essential duties and responsibilities

- Liaise with the BC Building Trades unions for dispatch requirements and to source workforce
- Provide clarity around the Community Benefits Agreement to contractors and employees on-site
- Welcome and onboard new employees
- Deliver new employee orientation, including review and dissemination of all applicable policies
- Act as liaison between BCIB and contractors with respect to workforce requirements and activities
- Provide support to and help employees resolve issues, concerns and grievances
- Act as BCIB's connection between the worksite operations and head office
- Support logistical planning for employees
- Participate in the Joint Health and Safety Committee as representative for BCIB employees
- Troubleshoot operational issues as they arise
- All other duties as required

Desired Skills & Qualifications

- Strong communication skills and issue resolution experience, confident with employee/employer grievance processes
- Experience working with a unionized workforce and familiarity with collective agreements
- Experience with the deployment of employment resources
- Case management and problem-solving experience
- Employee performance management experience
- Ability to disseminate policy
- Experience promoting a culture of job site safety
- Proven ability to work collaboratively with others

Education and Experience

- Post-secondary diploma in related field is an asset
- Three years or more experience in workforce operations or similar field
- Experience in managing Occupational Health and Safety is an asset

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply.

Please send your resume to jobs@bcib.ca