

Job Title: Site Lead, Workforce Operations

Department: Workforce Operations

Reports to: Manager, Workforce Operations

Summary

BCIB has an immediate need to fill the role of Site Lead, Workforce Operations. In this capacity, the successful candidate will represent BCIB as the employer of the skilled workforce on the Hwy 1 Project which will range between Kamloops to the Alberta boarder under BC's Community Benefits Agreement BCIB.

This role will responsible for the supervision of all Hwy 1 project sites and will be required to commute between all sites.

Essential Duties and Responsibilities

- Lead dispatch and workforce sourcing with the BC Building Trades unions
- Oversee the communication of information about the Community Benefits Agreement to contractors and employees on-site
- Lead communications between the job site and BCIB headquarters to ensure information is relayed accurately and quickly
- Maintain a collaborative relationship with the contractor's Site Superintendent and lead communication between BCIB and the contractor with respect to workforce requirements and activities
- Oversee and manage the On-Site Representative staff schedule, ensuring shifts are planned and covered
- Oversee the communication of employee safety concerns with contractors
- Attend toolbox meetings and provide an activity log to BCIB
- Lead the scheduling, supervision and delivery of orientation and training sessions
- Oversee the reporting of employee injuries and near misses as per required by WorkSafeBC and BCIB
- Lead support to help employees resolve issues, concerns, grievances, or questions around logistics or corporate policies
- Participate in the Joint Health and Safety Committee as a representative for BCIB employees
- Commuting between all the Hwy 1 project

- All other duties as required

Desired Skills & Qualifications

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

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. BCIB staff will review all applications received, but only those shortlisted will be contacted for an interview.

Please send your resume to jobs@bcib.ca