



# JOB OPPORTUNITY

## FACILITIES & ENVIRONMENTAL HEALTH & SAFETY (EHS) MANAGER

**JOB ID:** OVHHire3  
**STATUS:** PERMANENT, FULL-TIME  
**LOCATION:** PETERBOROUGH, ONTARIO

The purpose of this position is to be the steward of Cambium's workplaces and health and safety program. This position provides support for all Cambium service lines. This is achieved by providing indirect and direct assistance to internal (staff) and external clients. This role is unique in that it spans office locations in five cities across Canada (Ontario and Alberta). Success in this position relies on a person's ability to be proactive, flexible, adaptable, to possess a positive attitude and communication style, and a willingness to contribute to a growing organization.

### JOB DUTIES

#### Facilities Focus

- Provide facilities support for all Cambium service lines, as directed.
- Develop and maintain a strategic plan related to Cambium-owned and leased property (buildings and vehicles); implement and maintain company policies and practices.
- Manage routine cleaning programs at all Cambium facilities by either Cambium staff or contracted services.
- Coordinate, track, and oversee scheduled testing and inspections related to plumbing, electrical, HVAC, and other building infrastructure as required.
- Work closely with Human Resources and Managers to develop and maintain a workspace management plan across all offices allowing for smooth transition of new hires and staff workstation moves; assist with employee onboarding activities.
- Act as the main contact to receive, track, coordinate resolution, and communicate proactive maintenance and reactive building and vehicle-related issues.
- Ensure tracking and retention of building-related documentation and correspondence; provide proactive and reactive facilities related communication to all staff as necessary
- Understand and monitor building leases. Act as the first point of contact in lease negotiations related to Cambium offices. Act as the first point of contact to coordinate and maintain relationships with all Cambium sub-tenants.
- Coordinate, maintain, and act as first point of contact for building access and all security alarm systems.
- Work closely with Finance Manager and Administration Manager to coordinate company-wide property insurance renewals and policy maintenance; develop and maintain risk management and disaster planning policies/procedures
- Develop and maintain a company-wide equipment inventory system (technical and non-technical equipment).
- Develop and coordinate interoffice delivery of technical and non-technical samples and equipment.
- Manage and oversee continuous improvements to all Cambium facilities including the process of finding, securing, and setting up new offices.

#### Environmental Health and Safety Focus

- Act as the first point of contact for company emergency situations and drills (fire, weather, etc.).
- Lead and support continued development and implementation of Cambium's occupational health and safety policies, procedures and programs.
- Research, develop and implement new health and safety systems as required, and support continuous improvement of existing systems.
- Manage and provide guidance and direction to occupational health and safety personnel.
- Oversee compliance and tracking of compliance for health and safety-related programs.
- Work closely with the H&S Coordinator to support health and safety activities.



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- Direct and review the analysis of accident and injury data, identifying the needs for new or modified occupational safety programs.
- Research occupational safety information to assure the best available methods and equipment are adopted to minimize hazards at work.
- Advise on improvements in tracking and reporting procedures.
- Lead and/or participate on teams with safety, technical, management, and other staff
- Travel to all offices on a regular basis, and as required.
- Occasional fieldwork, and overtime required
- Other duties as required, or directed.

#### **REQUIREMENTS/QUALIFICATIONS**

- Five (5) years of experience in facilities management capacity preferred.
- Management Member Joint Health and Safety Committee Certification or willingness to obtain/recertify.
- Experience working in buildings greater than 20,000 square feet an asset; fire suppression systems and generator monitoring and maintenance knowledge.
- Experience working in a consulting and/or a laboratory environment an asset.
- Ability to write and format moderately complex documents (letters, reports).
- Experience working with MS Office (Excel, Word, Outlook, Teams) and Acrobat required.
- Excellent writing skills, including proper spelling, grammar, and punctuation.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks.
- Sound and independent judgment, reasoning, and discretion.
- Ability to interpret and implement company policies and procedures.
- Resourcefulness and flexibility.
- Meticulous records maintenance skills.
- Proven superior telephone manners and strong interpersonal skills.
- Strong verbal skills to communicate with all levels of staff and contractors.
- The successful candidate will demonstrate excellent communication skills with fluency (reading, writing and oral) in English.

#### **ESSENTIAL ATTRIBUTES**

- Proactive personality – as Cambium’s building maintenance and health and safety lead, this is key!
- Reliable, professional, responsive, and positive work attitude.
- Not satisfied with ‘Plan B’ - willingness to stick with a challenge even when the going gets tough.
- Effective team player – enthusiastically supports other team members as needed.
- Open to new responsibilities – not focused on what is or is not in the job description.
- Putting in extra effort – sticking around longer than usual to help out when needed.

Cambium welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



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If you are interested, we invite you to send us some information to help us understand whether you are the right fit for this role and our team. Kindly forward your documents, in electronic format only, to [hr@cambium-inc.com](mailto:hr@cambium-inc.com).

#### **WHY CAMBIUM?**

Our team is different. From camping trips and movie nights to company ball-hockey tournaments in the parking lot, our team likes to have a good time together. When we cannot be together (welcome to 2021), we continue to maintain our team's bond, through activities such as photo contests, shout-outs of appreciation and care packages.

Our team is hard-working. You'll need to be flexible and able to switch priorities frequently. Sometimes the days are long. But you are always compensated for your efforts, including a minimum of 3 weeks of vacation for new, full-time team members.

Our team is proud. Flexible scheduling. Donating a portion of our net income each year to local causes and events. Winning awards. You'll find it easy to feel good about Cambium.

If you want to read about a few of the benefits of working for Cambium, check out our Careers page: <https://cambium-inc.com/careers.php>.