GREATER VICTORIA PUBLIC LIBRARY

EXTERNAL JOB POSTING
2026-79E Coordinator, Safety

Category	Facilities, Safety, Security and Risk Management
Job Type	Regular - Full-time
Posting Type	External
Work Location	Central- Administration, Victoria, BC
Hours per Week	35
Salary Range (per hour)	$58.26 - $63.31 (Pay Band 19)
Union Membership	This is a Union Position (CUPE 410)

DESCRIPTION

√ Are you an occupational health and safety professional looking to make a difference in your community?

√ Would you like to contribute to an inclusive and psychologically healthy and safety workplace culture by demonstrating respect, compassion, empathy and integrity?

√ Do you excel in fostering innovation, effective and enthusiastic team relationships among staff with diverse backgrounds and skills?

Role

Reporting to the Director, Facilities, Safety, Security and Risk Management, and working in close partnership with the Assistant Director, People and Culture through a functional (dotted line) reporting relationship, the Coordinator, Safety leads Greater Victoria Public Library's (GVPL) Occupational Health and Safety (OHS) program. The position ensures compliance with WorkSafeBC regulations, applicable legislation, and GVPL policies while proactively supporting safe, inclusive, and psychologically healthy work environments.

The Coordinator, Safety collaborates with leaders, employees, committees, and external agencies to identify risks, implement prevention strategies, support investigations, and foster a strong organizational culture of safety. This role influences both physical and psychological health and safety across all GVPL locations.

Details

- Work schedule**:** Line 8: Tuesday to Saturday, from 10:00 AM to 6:00 PM
- Schedule is subject to change based on operational requirements
- Evening and weekend work may be required
- Please find a copy of the job description **here**
- A comprehensive benefits package, including extended health and dental benefits and a defined-benefit pension plan.
- The successful candidate is required to provide a satisfactory police information/background check for the vulnerable sector

Applicants must meet the required qualifications (education and experience, skills, knowledge, and ability) as noted in the job description in order to be considered for a position.

It is the applicant's responsibility to clearly demonstrate on the application how their education and experience meet the qualifications as noted in the job description. The application should also include professional development taken to date.

Applicants should provide relevant work experience as noted in the job description.

Note: applicants may be required to submit verification of education.

Applicants may be asked to provide a demonstration of their skills and abilities in addition to an interview; details will be provided to applicants in advance to allow time for preparation.

If you are ready to make a positive career change that will provide you with the opportunity to truly make a difference, please:

- Email your resume and cover letter to pccareers@gvpl.ca
- Quote "2026-79E Coordinator, Safety" in the subject line of your email.
- Complete the Job Application Form by using the link provided below.
    - Link: 2026-79 and 2026-79E Coordinator, Safety - Job Application

Applications will be accepted until 12 p.m. Pacific Time on Thursday, November 5, 2026. Applications received after this date and time will not be considered. Only complete applications will be accepted.

This position is open to internal and external applicants, and qualified internal applicants will be given preference.

We thank all applicants for their interest, and we will contact only those selected to move forward.