

# Amended - Ergonomic Consultant

**Organization:**

Ministry of Labour, Immigration, Training and Skills Development

**Division:**

Fair, Safe and Healthy Workplaces Division

**City:**

Hamilton, Mississauga, North York, Scarborough

**Language of Position(s):**

English

**Job Term:**

6 Permanent

**Job Code:**

15548 - Scientist 4

**Salary:**

\$1,491.41 - \$1,892.95 Per Week\*

\*Indicates the salary listed as per the OPSEU Collective Agreement.

Understanding the job ad - definitions

**Posting Status:**

Open

**Job ID:**

207457

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**ARE YOU READY TO MAKE A DIFFERENCE IN THE LIVES OF ONTARIO WORKERS? RECEIVE EXTENSIVE AND EXCELLENT TRAINING TO MEET THE DEMANDS OF THE EVOLVING WORKPLACES AND TO ADD AND DEVELOP NEW SKILLS TO YOUR TOOLBOX? ENTER INTO TRULY REWARDING WORK WITH A SUPPORTIVE TEAM OF PASSIONATE PROFESSIONALS?**

The Ministry of Labour, Immigration, Training and Skills Development contributes to the prosperity of Ontario by advancing health, safety, fairness and productive relationships in the workplace and the broader community.

In this role, you will be part of a regional and corporate team of professionals consisting of: occupational hygiene consultants, ergonomists, engineers, radiation specialists and medical consultants.

We are looking for passionate professional ergonomic consultants, whether you are ready to start your career as a new graduate or gain valuable experience in your existing career. The

Ontario Public Service is an employer of choice and here at Ministry of Labour, Immigration, Training and Skills Development we provide the following sought after employment benefits:

- Competitive benefits package
- Competitive pension plan
- Work-life balance
- Hybrid work options
- Compressed work weeks
- Career growth and development
- Training, development and education programs
- Succession planning streams for management, policy and educational positions
- Travel, meals and hospitality (lodging) paid by Employer
- Fleet vehicles for your use of which maintenance and gas is paid for by the Employer

### **OPS Commitment to Diversity, Inclusion, Accessibility, and Anti-Racism:**

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the "How to apply" section if you require a disability-related accommodation.

### **What can I expect to do in this role?**

You will:

- get an opportunity to gain a breadth of experience in ergonomic task analysis, workplace design and evaluation and provide professional advice and consultation on related issues and hazards during workplace inspections and investigations
- act as agents in the enforcement of other applicable legislation such as: Hazardous Products Act, Workplace Hazardous Materials Information System Regulation, Fire Code and Building Code Applications, First Aid Requirement
- enforce the Occupational Health and Safety Act and the Act's regulations including the Regulations for Industrial Establishments, Health Care and Residential Facilities Regulations,

## Construction Projects and Mines & Mining Plants

- visit various types of industrial, construction, healthcare and mining work sites to conduct inspections and investigations
- collect scientific data of an ergonomic nature and analyze how the job is performed and assess the risks and hazards to workers based on the measurements taken and the types of injuries incurred
- provide consultation, advice, recommendations to Ministry inspectors and workplace representatives

## How do I qualify?

### Mandatory

- The position requires the successful candidate to have a valid class G driver's licence or equivalent as recognized by the province of Ontario. The offer of employment is conditional upon the successful candidates providing proof that they have a valid driver's licence upon being hired.
- Travel and work after hours may be required.
- This position requires the successful candidate to hold a professional designation in Ergonomics, or the ability to obtain the certification within 1 year from the Canadian College for the Certification of Professional Ergonomists (CCCPE), Board of Certification in Professional Ergonomics (BCPE) or equivalent.

Please note the extensive professional CCPE certification requirements can be found [here](#) and the extensive professional BCPE requirements can be found [here](#). To be able to obtain the certification within 1 year would mean that you are already well in the process of completing the years of mandatory requirements to obtain the certification or already hold the certification.

### Technical knowledge:

- you have advanced knowledge, understanding and training in the subspecialties of ergonomics such as kinesiology, human kinetics, psychology, physiology, biomechanics and/or equivalent experience in Occupational Ergonomics including ergonomic assessment methodologies
- you have knowledge of the Occupational Health and Safety Act, Regulations, and Relevant policies, standards and practices to identify and evaluate occupational health and safety hazards

### Communication skills:

- you have well developed communication skills to promote compliance, provide advice and consultation
- you have the ability to accurately document and convey confidential and sensitive information with demonstrated experience in report writing including preparing technical ergonomic reports
- you have conflict resolution and interpersonal skills to effectively interact with, impact, and influence others to a logical or appropriate course of action
- you can respect differing interests and conflicting priorities in possible emotional circumstances
- you have the ability to tactfully and professionally deal with contentious and emotionally charged work situations

### Analytical, research and investigative skills:

- you have the ability to enforce, interpret, apply, and explain legislation
- you have experience contributing your ergonomic knowledge, understanding and training to workplace inspections and investigations
- you have experience conducting inspections and investigations including interviewing experience and experience handling evidence
- you have reasoning, evaluative and analytical skills to interpret information, assess compliance with legislation, regulations, policies, procedures, or standards, and determine strategies/actions to be taken
- you have knowledge of or experience with legal, court, or quasi-judicial procedures

### Other important skills:

- you use tact and good judgement to make recommendations in situations when required
- you have knowledge of or experience with computer information technology, computer databases, and business software applications
- you have planning and organizational skills to co-ordinate own workload

## **Additional Information**

### **Address:**

- 3 English Permanent, 5001 Yonge St, North York, Toronto Region or 2275 Midland Ave, Scarborough, Toronto Region, Criminal Record and Judicial Matters Check, Driver's License History
- 2 English Permanent, 1290 Central Pkwy W, Mississauga, Central Region, Criminal Record and Judicial Matters Check, Driver's License History

- 1 English Permanent, 119 King St W, Hamilton, West Region, Criminal Record and Judicial Matters Check, Driver's License History

**Compensation Group:**

Ontario Public Service Employees Union

Understanding the job ad - definitions

**Schedule:**

6

**Category:**

Science and Engineering

**Posted on:**

Thursday, November 2, 2023

**Note:**

- In accordance with the Ontario Public Service (OPS), Employment Screening Checks Policy (ESCP), the top candidate(s) may be required to undergo a security screening check. Refer to the above to determine the screening checks that are required for this position.

Required security screening checks along with your written consent, will be sent to the Transition and Security Office (TSO), Corporate Talent Programs Branch, Talent and Leadership Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional employment screening checks that were not obtained directly by you.

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The employment screening check(s) will only be reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's employment screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Employment screening check records will be maintained by the TSO and kept strictly confidential.

- W-LB-207457/23(6)

Please note the job ad has been amended to include Scarborough as an additional vacancy location and to update contents throughout the job ad. The mandatory requirements section has been updated to include additional information on the certifications. The job ad has been extended to now close on December 22, 2023. If you have already applied to the posting, you do not need to reapply.

**How to apply:**

1. You must [apply online](#).

2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment services team will contact you within 48 hours.

**Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives. All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment. Remember: The deadline to apply is **Friday, December 22, 2023 11:59 pm EST**. Late applications will not be accepted.**

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the [Ontario's Human Rights Code](#).**