

SAFETY COORDINATOR

DEFINITION

To develop, plan, organize, coordinate, implement and maintain a comprehensive industrial and construction safety program within the Environmental Utilities (EU) department; to perform a variety of professional and technical level tasks relative to assigned area of responsibility; to establish and maintain adherence to all applicable local, state and federal safety requirements; and to establish training programs which enhance job performance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

May exercise indirect supervision of staff related to safety and other training exercises or programs.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist in the development and implementation of goals, policies, procedures and objectives; establish schedules and methods for the Environmental Utilities Department safety program.

Monitor and audit EU safety practices to ensure compliance with current Cal OSHA regulations in the California Code of Regulations Title 8 and the California Health and Safety Code.

Conduct regular job site safety inspections of construction and treatment plant areas

Develop, implement, coordinate and deploy a department wide comprehensive training and safety program, with supporting policies: by compiling safety information and techniques, and applying methods and approaches appropriate to safety practices within Environmental Utilities.

Evaluate and assist field operations and activities of assigned responsibilities; collaborate with appropriate leads, supervisors and managers in recommending worksite approach and job setup for needed improvements and modifications; prepare various reports on operations and activities.

Prepare cost estimates for budget recommendations; submit justifications for safety program activities.

Advise staff, keep records and prepare reports as necessary to ensure compliance with applicable regulations. Administer a computer based safety management program, including tracking, maintaining and scheduling outside trainings to stay compliant.

Analyze overall program and sub-elements and develop modifications/corrective actions, maintain records of findings and corrective actions; prepare periodic status reports.

Represent the department as an information resource and advisor on safety subcommittees and to outside regulatory agencies; coordinate safety activities with other divisions, departments, and outside agencies.

Develop, present and track a variety of informal and formal safety training, including obtaining outside training resources to ensure compliance with legislative/regulatory safety mandates and in

support of City risk management policies.

Coordinate and conduct safety meetings and training programs to ensure all City and EU policies and safety standards are trained on. Develop and administer competency based training documents to ensure comprehension of trainings presented.

Respond to inquiries and provide advice to management and supervisory staff, researching and investigating issues as needed, recommending corrective action or modifications.

Respond to spills/releases and other emergencies involving hazardous materials to minimize the risk and exposure to employees.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Fall Protection, Confined Space, Trench Excavation and Shoring, Manual on Uniform Traffic Control Devices (MUTCD) standards and Department of Transportation (DOT) regulations.

Construction Safety Orders and their application.

Understanding of safe material handling and understanding of proper container labeling

California Hazardous Waste requirements and federal hazardous waste requirements.

NFPA 70, National Electric Code

Principles and practices of industrial best practices for safety program development and implementation.

Equipment, tools and materials used in industrial safety programs.

Computer equipment and software applications related to safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Plan, organize, implement and direct a comprehensive industrial safety program, conduct effective safety-related training programs including making formal and informal presentations, on a variety of topics as related to a utilities environment.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means;

Intermittently, wear personal protection equipment, walk on uneven surfaces, climb stairs and ladders while conducting site visits.

Train staff on the safety aspects of various types of machinery and equipment, ranging from respiratory protection, jack hammers, and compressors to backhoes, loaders, and shoring equipment.

Interpret and explain pertinent safety program and department policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Five years of demonstrated and increasingly responsible experience in developing, implementing and monitoring industrial safety program elements, interpreting and applying safety and training regulations as they relate to field staff and industrial plant operations.

Training:

A Bachelor's degree from an accredited college or university with emphasis in industrial hygiene, safety engineering, environmental health, occupational health/safety or a related field.

Additional qualifying safety-related experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.

License or Certificate

Possession of a valid California driver's license by date of appointment.

A valid Occupational Safety and Health Administration (OSHA) 500 certificate within one year of appointment.

04-29-20

04-15-06

03-23-04

09-19-01

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