

SAFETY COORDINATOR

DEFINITION

To plan, organize, coordinate and implement a comprehensive industrial safety program within Environmental Utilities; to provide expertise in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for Environmental Utilities safety program; implement policies and procedures.

Develop and implement a comprehensive safety program and policies by compiling and evaluating safety information and techniques, and determining methods and approaches appropriate to safety issues with Environmental Utilities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for safety program activities; monitor and control expenditures.

Research, compile and prepare reports and documentation on program activities, including those mandated by various regulatory agencies; 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 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.

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

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:

Principles and practices of industrial safety program development and implementation.

Equipment, tools and materials used in industrial safety programs.

Principles of budget monitoring.

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

Ability to:

Organize, implement and direct a comprehensive industrial safety program, including making formal and informal presentations, especially 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.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

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

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Use a personal computer and appropriate programs to enter, maintain, and analyze data, and prepare reports and correspondence.

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

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

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in developing and implementing industrial safety program elements, including accident prevention, evaluation, and investigation; presenting and monitoring safety training programs; and complying with mandates related to regulatory program implementation and reporting.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in industrial hygiene, safety engineering, environmental health, occupational health/safety or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

04-15-06

03-23-04

09-19-01 Safety Coordinator