

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

## **Job Title: SAFETY OFFICER**

**Department: Operations & Maintenance**

**FLSA Status: Non Exempt**

**Reports to: Manager of Operations & Maintenance**

**Position Type: Full Time**

**Revision Date April 2017**

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### **POSITION SUMMARY**

Under general supervision, the Safety Officer develops, implements, administers, and monitors safety programs to ensure a safe workplace as well as compliance with applicable regulations; inspects District facilities; monitors legislative changes and recommends policy changes to ensure compliance with Federal, State and Local laws and regulations; writes safety plans and programs; and prepares and maintains required reports and records. Provides, coordinates, and documents training related to workplace safety.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This is an experienced level position performing Districtwide support work. Incumbent works under minimal supervision, performing a variety of complex analytical, writing, presentation, and recordkeeping assignments. The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

- Researches, develops, evaluates, implements and enforces safety policies and procedures in compliance with all applicable State, Federal, and local rules and regulations.
- Maintains safety and risk management related records.
- Prepares or oversees the preparation of all policies, procedures, and forms related to safety and risk management for District employees.
- Develops, coordinates, and conducts employee training on a wide range of safety, security, and emergency response issues, including finding applicable training materials prepared by others or preparing and presenting District-specific PowerPoint presentations. Develops and maintains training documentation to support the safety program as required by State and Federal laws.
- Prepares, coordinates and implements emergency preparation and response plans.
- Monitors health and safety legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.
- Conducts special and periodic inspections of District facilities, structures, and operations to identify safety and environmental hazards; prepares and follows up on inspection reports of hazards and required abatements.

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- Conducts accident investigations. Implements programs, training and equipment changes needed to correct identified causes of accidents, responds to the scene of vehicular accidents, prepares required reports on employee accidents
- Coordinates with physicians for routine employee health screening and evaluation of employees who are ill or injured at the workplace.
- Assists with the processing of workers' compensation claims.
- Maintains necessary documentation, records, and permits.
- Serves as primary contact for the District's workers compensation, liability, and property insurer; coordinates inspections and tours for the insurer; implements or tracks implementation by others of recommendations from the insurer; and coordinates the processing of certain claims.
- Receives and responds to employees' inquiries regarding workplace safety.
- Purchases, distributes, and maintains inventory control on District safety equipment.
- Selects, maintains, provides, and documents required training on all Personal Protective Equipment in use by District employees.
- Responsible for the Hazardous Communication program including Material Safety Data Sheets and Proposition 65 Notification program. Provides training on chemical hazards and proper protective measures for all employees.
- Responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Provides on-site safety support for inspection teams evaluating District facilities and structures.
- Provides safety and communication support to pipeline entries as needed.
- Manages the Department of Transportation Random Drug Testing Program and Pull Notice Program.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and Experience

- Individual must possess sound judgment and integrity and must be a team player whose positive approach motivates employees to maintain an atmosphere of safety throughout the District.
- Completion of a Bachelor's Degree from an accredited college or university in Safety/Risk Management, Industrial Hygiene, Occupational Health, Safety Engineering, Environmental or Public Health, or a closely related field.
- A minimum of two years of experience in safety management. Experience implementing safety programs and risk management programs similar to those required at a water utility are desirable.

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- Certification by the Department of Labor as a certified instructor on OSHA standards for construction and general industries is desirable.
- Certified Safety Professional (CSP), Associate Safety Professional (ASP), Certified Industrial Hygienist (CIH), Occupational Health and Safety Technologist (OHST), Certified Emergency Manager (CEM), and Certified Hazardous Materials Manager (CHMM) designations are desirable.
- Certifications issued by AWWA and other recognized industrial safety organizations on topics relevant to conducting specific safety training courses and responding to hazardous materials and waste operations and incidents are desirable.

Skills and Abilities

- Knowledge of regulations, principles, policies, practices and methods for developing and administering a comprehensive risk management program including emergency preparedness, safety, hazardous materials, health, safety, and claims. Ability to interpret those regulations and implement programs and procedures necessary to ensure District compliance.
- Ability to work cooperatively and effectively with District employees, regulators, consultants, contractors, insurance company representatives, and others.
- Effective verbal and written communication skills. Ability to adapt communication style to suit different audiences.
- Ability to facilitate group discussions.
- Attention to detail.
- Ability to write clear, accurate, and organized plans and procedures.
- Ability to follow up on feedback to ensure positive outcomes.
- Ability to develop policies, programs and lesson plans based upon regulatory requirements and the specific needs of various departments and divisions at the District.
- Ability to plan, organize, and prioritize work to ensure that critical functions are completed on time and within budget.
- Ability to use MSWord, PowerPoint, Outlook, Excel, and Adobe Acrobat.
- Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions.
- Initiative, dependability and the ability to operate independently.
- Ability to read measurements, record information, and interpret results.

**EQUIPMENT TO BE USED**

Must be able to use radio and phones to communicate; to operate a vehicle to travel to District facilities for inspection and other safety related activities; to use computers, copiers, printers, projectors, and air sniffers.

**PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The Safety Officer must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full face air purifying respirator and a supplied air system. The employee must have the ability to enter confined spaces such as tanks, vaults, and large diameter pipelines.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of a water treatment plant, wellfields, vaults, pipelines, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around toxic and hazardous chemicals used in the water treatment process.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Safety Officer must be able to respond to a request to work on short notice.

## **SPECIAL REQUIREMENTS**

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

The employee must be able to handle and use typical cleaning materials and analytical chemicals used in water quality testing. The incumbent must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.