

JURUPA COMMUNITY SERVICES DISTRICT SAFETY COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Development Supervisor, plans, organizes, coordinates and implements comprehensive safety and security management programs for the District; takes action to ensure compliance with safety, health and environmental safety regulations and requirements; assists with the preparation of the District's Emergency Preparedness program; advises District managers on security issues, Cal OSHA Voluntary Protection Program requirements and safe work methods and practices and performs other duties as assigned.

CLASS CHARACTERISTICS

The Safety Coordinator is responsible for developing and administering, with the cooperation of department directors, managers and human resources, comprehensive District safety and security programs in compliance with federal and state law and regulations and in a manner consistent with sound human resource management principles. The incumbent is assigned the authority to inspect and issue notices of hazards, security concerns and required abatement.

ESSENTIAL FUNCTION

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes and participates in developing and implementing comprehensive employee safety programs, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with the District safety ordinance and all federal and state laws and regulations for employee occupational health and safety; evaluates on an ongoing basis the effectiveness of safety training programs and incorporates this into future program revisions.

Develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries; advises District management on the design and implementation of safety and security programs; monitors safety and security program compliance through review of accident reports, field visits and safety committee reports and suggestions; develops and delivers safety training programs for all staff; coordinates

and conducts safety and security meetings with departments and the Safety Committee.

Conducts special and periodic inspections of District facilities and operations to identify security, safety, and environmental hazards; issues notices of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends. Implements necessary changes to help in the reduction of employee accidents/incidents.

Reviews, updates and approves general safety plans, practices, and policies along with the Injury and Illness Protection Programs and site specific safety plans developed by contractors or vendors working for or with the District.

Administers a hazardous materials and waste management program including waste minimization procedures; reviews chemicals used by the District and maintains required materials safety data sheets for reference and use by supervisors and employees; serves as a Hazardous Materials Specialist and Incident Commander on hazardous materials incident; investigates incidents that result in the release of or potential release of hazardous materials.

Prepares or advises on the development of specifications for the purchase of safety and security-related equipment; periodically checks the operation or use of safety and security-related equipment to ensure conformance with District expectations.

Monitors safety legislative and regulatory changes; evaluates implications for District safety programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.

Participates in the District's Emergency Response Plan and disaster preparedness planning and coordination for the District.

Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D with coursework in occupational health and safety, or a closely related field; and three to five years increasingly responsible experience in developing and administering safety/security programs, preferably in a public agency; or equivalent combination of training and experience.

Knowledge and Skill Levels

Knowledge of: principles, practices and methods of developing and administering a comprehensive safety and security program; federal and state laws, rule, regulations and standards applicable to employee health and safety and chemical and hazardous materials programs; program requirements of Cal OSHA Voluntary Protection Program; methods and practices for conducting accident and work place safety and security audits and investigations: standard safety equipment used in public works occupations; basic research methods and analysis techniques; principles and practices of sound business communications; methods and practice of budgeting, purchasing and recordkeeping as it pertains to safety programs.

Ability to operate a computer and standard word-processing and spreadsheet software; understand, explain, interpret and apply complex federal, state and District requirements regulating work place health and safety; evaluate work place safety and security programs and practices and make sound recommendations for improvement.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand or walk for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; enter confined space; sufficient manual dexterity to perform assigned tasks.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Certifications issued by AWWA and other recognized industrial safety organizations on topics relevant to conducting specific safety training and responding to waste operations and incidents are highly desirable.

FLSA - EXEMPT

Range 107 \$5120 - \$6224

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