

Southwest Suburban Sewer District

CLASS TITLE: Safety Coordinator (*Represented Position*)

EFFECTIVE DATE: 05/01/08

GENERAL NATURE & SCOPE OF WORK

Under the direction of the General Manager, administer the District's safety program to promote a safe and healthy work environment by ensuring compliance with federal, state and local laws. Work includes the identification of safety training needs as well as scheduling and conducting training classes with District employees, investigating workplace accidents, administering and enforcing the District's safety policies. Work requires the use of independent judgment regarding procedures and techniques while assuring compliance with established policies, practices and procedures. Work is reviewed by observation and through evaluations of reports and projects.

ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

Conduct systematic safety inspections of District facilities, equipment, construction and maintenance projects to assure compliance with Labor and Industries rules and regulations; detect hazards and unsafe working conditions and recommend appropriate corrective measures.

Investigate workplace accidents and injuries; comply with federal and state mandates and utilize material of a confidential nature. Analyze situations to determine cause and identify actions and precautions to prevent future incidents. Conduct regular safety audit inspections. Coordinate and administrate District wide Accident Review Board.

Compile and analyze on-the-job accident and safety data; develop and implement remedial measures. Investigate workplace injuries which may require the review of personnel records and other materials of a confidential nature. Perform body mechanic and ergonomic reviews and develop and implement remedial measures.

Perform needs assessments, research training program availability, schedule and conduct safety education and training programs.

Maintain current knowledge of federal, state and local government health and safety laws and related regulations. Respond in a courteous and professional manner to citizens' concerns related to all applicable public safety, construction and noise ordinance issues.

Maintain a comprehensive records system of all inspections and investigative activities, training records, noise evaluations, hearing test results, etc.; prepare reports.

Perform tests with noise evaluating equipment including on-going noise level surveys of District equipment.

Develop, schedule, conduct and/or monitor safety training for employees. Develop and conduct training sessions for employees to help ensure maximum focus on industrial safety. Evaluate the effectiveness of

safety, training, retraining and educational programs. Prepare and update training program materials, including course outlines and curriculum, training aids, and training manuals/electronic training manuals; perform record-keeping functions (e.g. training database); conduct training needs analyses.

Maintain current knowledge of all equipment, policies, procedures and regulations as applicable to employee training requirements.

Assist in the development, administration and training of the District's emergency management plan and procedures.

Advise District Department Heads on safety related issues. Coordinate with District Department Heads in complying with safety and health policies.

Perform related work and special projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES

KNOWLEDGE OF:

- Applicable federal, state and local laws, codes, regulations, policies and procedures, regarding worker health and safety, including a comprehensive knowledge of OSHA, WISHA & ADA.
- Compliance requirements of a wide variety of municipal codes, regulations and ordinances.
- The attributes and proper disposal method of hazardous chemicals, gasses, solvents and related substances.
- Personal protective equipment programs, blood-borne pathogens, defensive driving training programs, traffic control, lift truck safety, shoring and trenching, fire extinguisher inspection, extension cord testing and inspection, first aid and CPR programs, hazard communications programs, ergonomics and noise control instrumentation.
- Modern office practices, procedures, equipment and software applications.
- Principles of training and supervision.
- Team building skills including supervisory, instruction, problem analysis and decision-making, planning and organizing, adaptability/flexibility, stress tolerance and time management.
- Safe driving principles, methods and techniques including defensive driving.
- Accident investigation techniques.
- Record-keeping techniques.

SKILL LEVEL:

- Excellent written and verbal communications skills, including technical writing.
- Effective training skills, including staff and work planning, and skill development.
- Effective planning, prioritization, organizational, coordination and evaluation skills.
- Effective training skills in designing, conducting, evaluating and supervising training in classroom, field or forum.
- Proficient in utilizing standard office computer software, including applications such as word processing, spreadsheets, database management, and presentation software and in using computer/video applications for instructional purposes.
- Plan, coordinate and conduct field safety inspections and investigations.
- Investigate workers compensation claims, deal with personnel records and maintain confidentiality of politically sensitive materials and information.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain an accurate, complete and confidential record-keeping system.
- Write and summarize detailed and complex information in simple terms for communication to various audiences. Prepare clear, accurate and concise reports.

- Perform tests with noise evaluating equipment including on-going noise level surveys on District equipment.
- Deal in a positive, courteous and professional manner with personnel of other agencies, public officials, District employees and the public.
- Train staff regarding performance and procedures.
- Independently carry out assignments and projects as required.

EDUCATION, LICENSES & EXPERIENCE

A combination of education and related experience may substitute for education requirements.

- Associate's Degree in Industrial Safety or related field **and**
- 2+ years increasingly responsible experience as a Safety Coordinator **and**
- Safety and Health Specialist Certification (*or equivalent*)
- Possession of, or ability to obtain, a valid Washington State Driver's License.

PHYSICAL DEMANDS/HAZARDS & WORKING CONDITIONS

The physical demands described here 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.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Occasional fieldwork is required.
- Attendance and participation at weekend or evening meetings may be required.
- Driving a vehicle to conduct work.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Standing for extended periods of time.
- Dexterity of fingers and hands, including grasping and feeling sensations.
- Seeing to read instruments and a variety of written materials.
- Performing repetitive motions, including balancing, stooping, kneeling, crouching, crawling, reaching, standing, pushing, and pulling.
- Walking for extended periods while performing inspections and investigations.
- Exposure to chlorine and methane gas, sewage vapors & odors, and biological hazards.
- Working around and with machinery having moving parts.
- Working at heights of ladders and structures.

The statements contained in this class specification reflect general details as necessary to describe the principal functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.