

ENCINA WASTEWATER AUTHORITY

DATE: November 2021
POSITION TITLE: Safety and Training Manager
DEPARTMENT: Administrative Services
REPORTS TO: Director of Administrative Services
FLSA STATUS: Exempt

POSITION SUMMARY: Under the general direction of the Director of Administrative Services, this is a confidential position performing professional safety, risk, and technical training activities for the Authority. Duties include developing, implementing and maintaining comprehensive safety and occupational health programs designed to prevent injury or occupational illness, administering, and processing the Authority's workers compensation, property, and liability claims, and coordinating all aspects of technical training activities. The Safety and Risk Officer develops written procedures, reports, and compliance programs; organizes safety and technical training opportunities; and develops hazardous materials/waste management programs designed to enhance employee safety.

SUPERVISORY DIMENSIONS: None

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Promotes EWA's Mission, Vision, and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Manages all aspects of the Authority's Safety Program.
- Ensures compliance with all federal, state, and local safety regulations as they apply to the Authority, contractors, and other agencies. Monitors contractor activities as they relate to the enforcement of these safety regulations.
- Develops and maintains safety policies, procedures and training materials, keeping abreast of current trends and developments in safety and accident prevention.
- Oversees the Authority's Safety Leadership Team.
- Conducts facility, noise, and air quality surveys to identify unsafe conditions and practices and establish effective corrective action plans.
- Conducts periodic meetings on safety and health programs to measure their effectiveness; consults with department heads, managers, and supervisors regarding improvement of safe working conditions and procedures.

- Maintains a record of hazardous chemicals and materials and provides staff with required standards, control, and training. Monitors handling, storage, and disposal to ensure compliance with applicable regulations.
- Maintain and update the Employee injury folder for worker's compensation. Be available in-person or by phone to provide direction in completing the workplace injury forms during normal business hours, after hours, nights, weekends, and holidays.
- Maintain and update/renew safety items within the Authority's Emergency Response Trailer.
- Maintain accurate and up to date electronic records for EWA employee safety training records.
- Prepares reports and presents to the EWA Board of Directors, regulatory agencies, and professional associations as required.
- Oversees the Authority's uniform program to ensure all employees have the proper uniform for their job classification. Act as liaison between EWA and uniform supply vendor to ensure contract services are being performed as expected and resolve any issues that arise.
- Coordinates the distribution and reconciliation of safety equipment to employees including but not limited to boots and prescription eye wear.
- Prepares and manages budget and supporting material for safety improvement projects, equipment purchases and training. Audit facilities and work with EWA's Management group to ensure that needed supplies and equipment is budgeted for and purchased as required.
- Coordinates medical programs required for each job classification, including vaccinations, respiratory and hearing tests, and other requirements.
- Prepares insurance policy renewal materials, and processes property and liability claims.
- Investigates incident reports and complaints involving work related injuries, illnesses, near misses, and agency vehicle accidents. Analyzes trends and statistics and conducts follow-up investigations as required.
- Develops and maintains records for accidents, training, CAL OSHA, and other required reports.
- Attends hearings with regulatory agencies as a resource to agency's representative.
- Recommends specialized safety and technical training needs and develops appropriate training programs; coordinates and/or conducts instruction of standard and special classes and presentations to provide safety information to staff.
- Works with professional safety organizations to obtain and exchange information to provide a safe work environment.
- Meets with vendors, investigates, and evaluates products and equipment, provides recommendations regarding product quality, price, and suitability for use by the Authority as it relates to employee safety.

- Maintains and updates the Authority's Emergency Response Guide (ERG). Work with staff to ensure that phone directory is updated annually, and that content section descriptions and pictures are up-to-date and relevant.
- Facilitate the online training platform and work directly with Management group to ensure that online training material is up to date and relevant to the target groups.
- Identify safety improvements and generate Maintenance Service Requests as required.
- Work with Management group and CMMS Administrator to review, track, and advise as required to ensure safety work orders are completed in a timely manner.
- Coordinates all aspects of required group safety training activities including registration, travel, and accommodations.
- Ability to respond to work related calls after hours and on weekends when the need arises.
- Conducts informal interviews with all levels of EWA staff to gather input on potential improvements to the safety program.

Specific Types Of Knowledge, Skills And Physical Abilities Required for the duties:

- Knowledge of safety practices and procedures as they apply to wastewater treatment facilities, pump stations, mechanical equipment, chemical handling, and gas management systems, and familiarization with reading and interpreting engineering plans.
- Knowledge of principles, practices, methods, and techniques of developing and administering loss control programs, asset protection, and state regulations governing risk management.
- Knowledge of legal and regulatory requirements for employee safety programs including Cal/OSHA, general industry, and construction industry standards.
- Knowledge of State of California Workers Compensation and Insurance laws.
- Ability to establish and implement methods of identifying exposure to loss and investigating and correcting industrial and environmental hazards.
- Ability to develop and implement programs requiring cooperation from all departments and positions.
- Ability to analyze and interpret statistical data.
- Ability to investigate, research, and compile information, and present it in an organized oral or written format.
- Ability to establish and maintain cooperative working relationships with all levels of the organization to foster a team approach.
- Ability to maintain accurate safety and risk management records and files.
- Ability to operate a personal computer and standard desktop applications.

EDUCATION REQUIREMENTS:

A Bachelor's Degree in a technical related field from an accredited college or university is preferred. AA Degree with directly relevant experience may be considered.

LICENSE REQUIREMENTS:

Possession of a valid California Class C Driver's license and ability to be insured under the Authority's automobile insurance coverage.

A Occupational Safety and Health Administration (OSHA) certification, Certified Safety Professional (CSP) or Certified Occupational Specialist (COSS) or Associate of Risk Management (ARM) or similar safety related certification is required.

Note: failure to maintain a valid California Driver's License constitutes possible cause for termination.

ESSENTIAL FUNCTIONS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands to finger, handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Ability to work nights and weekends when required by specific plant work activities.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: While performing the duties of the job, the employee is frequently exposed to toxic or hazardous chemicals. The noise level in the work environment is quiet to loud. Hearing protection is required in some work areas.

RESPIRATORY PROTECTION POLICY/PROGRAM REQUIREMENT: This position must comply with the Authority's Respiratory Protection Policy/Program.

QUALIFICATIONS: Ability to pass Authority's pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and drug screen.