

# SAFETY COORDINATOR

## GENERAL STATEMENT OF RESPONSIBILITIES

This position is responsible for the development, implementation, and administration of a comprehensive safety program which ensures a safe workplace for all District employees and complies with all Federal, state, and local requirements. While the position is not supervisory, the safety program affects all District sections and coordination between the section managers is of the utmost importance. This position works under the general supervision of the Administrative Services Manager but exercises independent judgment in accomplishing the work. This is a safety sensitive position.

## EXAMPLES OF DUTIES TO BE PERFORMED

1. Develops and assists in the implementation of all District safety programs. Updates programs as required by new regulations or modified processes.
2. Ensures that all District operations meet Occupational Safety and Health Administration (OSHA) and Arizona Department of Occupational Safety and Health (ADOSH) standards.
3. Introduces and interprets Federal, state, local, and industry-recognized rules, regulations, and procedures dealing with work place safety to section managers and employees.
4. Develops, updates, and assists with the implementation and administration of mandated risk management plans, chlorine emergency action plan, lock out/tag out program, laboratory chemical hygiene and waste disposal program, confined space entry program, NFPA 70E arc flash protection program, competent person program, and other programs as assigned.
5. Plans, implements, and administers through the appropriate section manager, all required training for District employees as well as District hired contractors.
6. Maintains all records associated with safety related programs, including but not limited to all required employee safety training, testing, medical evaluations, including respiratory protection, and required future training schedules.
7. Updates and maintains all MSDS files to conform to regulatory requirements.
8. Conducts safety inspections.
9. Develops and assists in the implementation of accident prevention and loss control programs as they relate to safety.
10. Investigates work related accidents and documents findings.
11. Recommends corrective action to appropriate management as a result of accident research and a review of work-related injuries.

12. Assists Administrative Services Manager with administration of worker's compensation program.
13. Keeps current on standards, activities, and recent decisions that might affect policies and programs through reading governmental and professional publications and attending seminars.
14. Performs other duties as assigned.

#### REQUIRED KNOWLEDGE AND SKILLS

1. Knowledge of District policies and procedures.
2. Knowledge of the occupational hazards in the wastewater industry and safety measures to be implemented.
3. Knowledge of applicable Federal, state, and local regulations and requirements including EPA, OSHA, ADOSH, and DOT pertaining to safety standards in the wastewater industry.
4. Knowledge of the principles, practices, techniques, and methods of modern safety administration and employee safety training.
5. Knowledge of the safe operation of the equipment used in the wastewater industry.
6. Knowledge of available safety testing equipment, supplies, and personal protection equipment.
7. Knowledge of principles of accident prevention.
8. Knowledge of worker's compensation laws.
9. Ability to detect and correct unsafe working conditions and practices in order to prevent accidents or injuries to employees and the public.
10. Proficient in operating a computer and various business software.
11. Ability to gather and compile data for the purpose of determining compliance with required operating and safety standards.
12. Comprehend and make inferences from written material.
13. Ability to work in a variety of environmental conditions with exposure to the elements.
14. Ability to work around chemicals, gases, and other toxic or dangerous substances.
15. Ability to understand and follow oral and written instructions in the English language.
16. Ability to communicate both orally and in writing with co-workers and consultants.
17. Ability to deal effectively with people at all levels.

18. Ability to work safely without endangering self or others.
19. Ability to generate letters and technical reports in the English language. Writing must be concise, clearly organized, and have proper grammar, spelling and punctuation.
20. Ability to analyze, interpret, and apply relevant applicable Federal, state, and local laws, rules, and regulations.
21. Ability to work effectively to resolve safety related problems.
22. Ability to operate audio visual equipment.
23. Ability to work varied shifts and travel to various locations as needed.

#### REQUIRED TRAINING AND EXPERIENCE

This position requires a bachelor's degree in safety or risk management or a related field and three to five years experience in a full-time professional level position in safety administration, training, or a related field. Other combinations of experience and education may be considered.

#### ADDITIONAL REQUIREMENTS

1. Must pass a pre-employment drug test.
2. This position requires the use of District vehicles for business. Use of a personal vehicle for District business is prohibited if the employee is not authorized to do so. The incumbent must possess a valid AZ driver's license with a good driving record.