

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SAFETY COORDINATOR

DATE: 7/1/2024

JOB CODE: 2134

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

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.

DUTIES SUMMARY

Under general supervision of the Safety Manager, perform varied and complex technical tasks in support of ongoing activities and projects for Water Utility and Water Reclamation Divisions that may include: hazardous materials management, safety, liability claims, workers compensation, commercial drivers programs, maintenance of databases, personnel training etc.; collect, tabulate and summarize data for compliance determinations; interview people and collect information to complete reports and documentation; identify safety hazards and regulatory compliance issues; advise and assist in preparation of job hazard analyses; exercise regular and substantial independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies, and guidelines; ensure compliance with regulations; coordinate loss prevention duties including identifying, evaluating, controlling, and minimizing potential hazards and injuries to Department employees and property; assist with the Department's Emergency Response Program; maintain and coordinate on-going programs to provide training for employees on safety procedures; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Class of Safety Coordinator is an entry/journey level class responsible for independently performing diverse and specialized work in coordinating safety and training programs including confined space entry and protective equipment, as well as facilities inspection and security activities with accountability and on-going decision-making responsibilities associated with the work. This position is assigned to work with the Safety Manager, Department Manager, or Director in the Environmental and Regulatory Compliance Division, depending upon the workload and needs of the Department. Assigned programs include, but are not limited to, Safety, Loss Control, and Waste Management. This position is distinguished from the Safety Manager by the latter's level of difficulty, complexity of assignments, broad scope of responsibility over the Department's Safety Program, scope of work including responsibility for safety policy development and implementation, as well supervisory responsibility.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to other officials, the general public, and City and Department staff;

- Implement goals, objectives, policies, and priorities;
- Work with the Safety Manager and Risk Management Analyst to coordinate the processing of property and general liability damage and other claims filed with the Department;
- Track and report on work related injury data;
- Perform monthly facilities safety inspections;
- Perform field observations of Department worksites and facilities; coach employees and confirm policy/regulation compliance including traffic control, trenching, fall protection, confined space entry, Personal Protective Equipment (PPE), and hazard identification;
- Receive, investigate, and resolve reported safety concerns;
- Directly resolve safety concerns related to signage requirements and other legal notifications;
- Develop, schedule, and deliver various safety training and updates to staff;
- Assist in the development, implementation, and coordination of emergency response/disaster planning exercises, activities, and training; participate in the City's emergency response program as necessary to represent the Water Department's role;
- Coordinate facility safety inspections; create and update inspection forms; educate outside inspectors on Department processes/expectations; archive completed safety files;
- Assist in motivating and fostering a safety-conscious culture throughout the Department;
- Research and purchase/lease identified safety equipment needs as requested by staff and management including, but not limited to, atmospheric monitors, lone worker devices, PPE, construction lighting, fall restraints, and traffic control equipment;
- Maintain an inventory of necessary safety supplies and ensure their proper and adequate storage and availability;
- Attend safety conferences, trainings, and meetings as required;
- Coordinate and assist the Safety Manager, Risk Management Analyst, and insurance carriers with claims, lawsuit and work-related injury processing and investigation;
- Obtain and provide requested documentation/information for Department counsel in disputed cases/lawsuits;
- Coordinate activities related to safety and loss control procedures;
- Assist in development of loss control and safety manuals, procedures, and educational materials;
- Effectively communicate with the public and all levels of Department staff on various loss control and other safety matters, verbally and in writing;
- Effectively communicate and work with Department management to ensure safety policies and standards are met and that actions is taken to ensure compliance with these policies and standards;
- Coordinate post-employment drug and alcohol testing;
- Maintain and audit commercial driver documentation to ensure compliance with Department of Transportation (DOT); administer CA DMV Pull Notice Program;

- Maintain emergency safety supplies such as AED units, first aid kits, and emergency supply container;
- Establish, maintain, and audit safety records;
- Maintain confidential reports that will aid in tracking incident rates to identify safety-related problem areas throughout the Department;
- Maintain records of all hazardous chemicals and materials in the work environment and provide supervisors and employees with required standards, controls, and training;
- Create monthly safety committee presentations;
- Serve as a liaison with law enforcement agencies with regard to necessary reports and services;
- Maintain quarterly claim reports tracking incurred costs associated with loss control;
- May assist with maintaining and preparing OSHA, 300 Log, hazardous waste disposal documentation, and other regulatory reports;
- Analyze technical reports and recommend programs to maintain full compliance with applicable requirements in occupational safety and hazardous material disposal and use regulations;
- Coordinate the hazardous material disposal and e-waste removal contracts and reports;
- Coordinate the Department's hazardous materials management program and material safety data sheets program; ensure the collection of material safety data sheets and appropriate labeling of hazardous materials; maintain hazardous waste pick-ups; track hazardous materials to ensure compliance with federal, state, and local regulations; coordinate efforts with Safety Manager and appropriate Department Directors;
- Respond to major safety incidents (e.g. vehicle accidents. Hazardous materials release, etc.) on an on-call basis and under emergency conditions;
- Conduct accident, incident, injury, or illness and liability claim investigations as needed; assist in preparation of documentation and reports summarizing activities;
- Follow up on all post-accident corrective actions to ensure compliance with rules and regulations;
- Establish and maintain an employee safety suggestion program;
- Ensure all fire extinguishers are appropriately and timely serviced and are available at designated locations; ensure all first aid kits are properly, appropriately, and timely serviced at their designated locations;
- Prepare correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Develop training modules and conduct employee new hire safety training and post-employment safety and emergency preparedness training classes;
- Conduct ergonomic evaluations;
- Conduct a variety of required safety testing of Department staff per applicable regulations and timelines;

- Audit Job Safety Analysis (JSA) forms and Standard Operating Procedures (SOP) for compliance and work integrity; perform field audits to ensure compliance;
- Inspect facilities and work sites for compliance with OSHA regulations and make necessary corrections;
- Participate in field inspections and may act as company representative with regulatory inspectors as required;
- Prepare detailed and technical reports;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Operate Department vehicles as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Organization and responsibilities of public agencies;
- Applicable Federal, State, and local laws rules, regulations, and codes governing operation of water and wastewater facilities;
- Water and wastewater analytical methods;
- Principles, trends, methods, and procedures pertaining to safety, loss prevention, and claim processing;
- Recordkeeping principles and procedures;
- Hazardous materials management, disposal, training, and emergency response;
- Confined space entry and potential hazards;
- Personal Protective Equipment (PPE) applicable to water and wastewater activities;
- Intermediate computer skills consisting of data collection, database creation, and word processing.

Ability to:

- Accurately interpret laws, rules, and regulations pertaining to occupational safety, health and government claims, and convey information;
- Interpret technical reports and exercise sound judgement in the application of findings;
- Gather, make accurate mathematical and statistical calculations and analyze data generated for regulatory purposes, and prepare a variety of written reports;
- Make accurate mathematical computations;
- Establish and maintain effective working relationships with those contacted in the course of work;

- Prepare, conduct, and maintain departmental records of related training;
- Learn the technical and legal functions associated with Safety and Loss Control activities;
- Perform effective investigations involving injury/property damage as needed that fairly represents the interests of both the Department and employees;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, verbally and in writing;
- Communicate effectively with all levels of Department staff;
- Administer training effectively;
- Make sound decisions within established guidelines;
- Anticipate potential compliance issues as changes occur and make appropriate recommendations;
- Establish and maintain complex filing systems;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices;

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university;

And

Experience: Three (3) years of experience developing or conducting training, accident/incident investigations, or claims processing. Qualifying experience must include research and report writing;

And

Certificates: Safety and Health Specialist certification within 18 months of appointment.

Certified CAL-OSHA Safety Trainer preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, infrequently climb ladders to heights over 100 ft, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Safety Coordinator

To: Safety Manager

Job Description:

BOWC Approved:	<u>5/16/2006</u>
Rev Appr:	<u>6/16/2015</u>
Rev w/title change from Regulatory Analyst	<u>6/23/2020</u>
Rev w/title change from Safety Analyst	<u>6/25/2024</u>

Testing Standards: App Review/ Supp App Review