



Monterey Regional Waste Management District

Job Description

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| Position: | Safety & Risk Manager | Position Status: | Full Time |
| Department: | Engineering & Compliance | FLSA Status: | Exempt |
| Reports To: | Director of Engineering & Compliance | Revised: | March 2016 |

DEFINITION:

Under general direction, administers the District's occupational safety and health programs; ensures compliance with applicable safety and health laws, regulations and insurance requirements; conducts and/or coordinates relevant training; provides guidance and follow-up to all departments and management on identifying, evaluating, and mitigating occupational hazards and risks; administers the District's liability and risk management support services, to include loss assessment/control, safety, claims administration, claims adjustment and litigation and procurement of insurance.

DISTINGUISHING CHARACTERISTICS:

This is a management classification which has strategic and tactical responsibility for administering the District's safety and risk management programs, policies and plans including the Illness and Injury Prevention Program and staff training required to ensure full implementation and compliance with relevant regulations.

REPORTS TO:

Director of Engineering and Compliance

CLASSIFICATIONS DIRECTLY SUPERVISED:

None

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Promotes a culture of safety site-wide; responsible for implementing best practices and inspiring employees to make safety their #1 priority.
- Evaluates, develops and recommends new and improved safety and health procedures and programs for integration into operational policies.
- Develops and maintains safety policies, programs and procedures.
- Serves as technical advisor to staff regarding safety and health standards and serves as Chair of the Employee Safety Committee.
- Administer the District's HAZMAT program (to include annual physicals and spirometry testing), Hearing Conservation Program, Automated External Defibrillator (AED) Program, Lock-Out-Tag-Out Program and Respiratory Protection Program.
- Inspects or evaluates workplace hazards, workplace environments, equipment or practices to ensure compliance with safety standards and government regulations and conducts safety audits.
- Investigates the adequacy of ventilation, exhaust equipment, lighting or other conditions that could affect

employee health, comfort and performance.

- Administers the District's risk management programs. Works independently to conduct investigations, prepare recommendations, researches and measures all exposure to loss and performs related duties as required. Pursues reimbursement claims on behalf of the District. Maintains District's property and liability insurance policies.
- Receives, reviews and processes property and liability claims filed against the District and maintains appropriate documentation.
- Calculate statistical information and maintain OSHA injury and injury logs.
- Prepare and present safety reports to the Board of Directors.
- Identifies training needs and conducts in-house safety training classes and/or contracts with other providers for training on a full range of topics such as First Aid, CPR, personal protective equipment programs, lock-out/tag-out procedures, vehicle safety, hazard communication and hazardous material handling, and emergency response plans.
- Receives reports of occupational injuries/illnesses, accident/incident reports and reviews for completeness and accuracy.
- Trains supervisors to conduct work hazard assessments, incident investigations and site inspections.
- Conducts safety orientation for new employees
- Coordinates emergency response plan drills.
- Maintains a library of reference materials, maintains records of training and required certifications for staff.
- Assists supervisors with planning and curriculum for the safety "tailgate" meetings. Prepares training brochures and manuals.
- Reviews incident reports, analyzes trends and statistics and conducts follow-up investigations to identify causes and to develop accident prevention recommendations.
- Coordinates the corrective actions and follow up resulting from site inspections, incident investigations, and hazard assessments ensuring that timely corrective action is taken.
- Coordinates with Human Resources in the administration of workers' compensation cases, return-to-work processes, employee physical job requirements, and security programs for the District.
- Solicit and review contracts with consulting companies.
- Coordinates and oversees contractor and vendor safety procedures.
- Maintains liaison with regulatory and enforcement agencies.
- Assists management in budget preparation for safety programs, equipment, and supplies; prepares and presents a variety of reports and studies.
- Evaluates personal protective equipment, makes purchase recommendations, and maintains inventory of safety equipment and supplies.
- Order equipment and training materials as needed.
- Performs other job-related duties as assigned.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

QUALIFICATIONS:

Knowledge of:

- Policies, regulations, specifications and requirements governing industrial safety and health, loss prevention, environmental compliance, emergency preparedness and accident prevention.
- Laws, rules, regulations and codes relating to CalOSHA, workers' compensation, insurance funding and coverages, public agency liability requirements
- Principles and practices of assessments, inspections and investigations as related to job responsibilities.
- Methods and techniques for employee training and instruction.
- Statistical concepts and methods.
- Record keeping principals and procedures, office management techniques and practices.

Ability to:

- Learn and apply pertinent federal, state, and District policies, codes, ordinances and regulations pertaining to job responsibilities and employee safety and health.
- Collect and analyze data on a variety of technical, analytical, and administrative topics.
- Provide effective training relative to safety programs covering a wide spectrum of operations for a wide variety of staff.
- Establish/maintain cooperative working relationships with all levels of the organization to foster a team approach.
- Work independently and apply sound judgment and critical thinking skills in a variety of circumstances to make effective decisions.
- Effectively collaborate with external regulatory agencies and represent the District in matters related to occupational health and safety, emergency preparedness and environmental compliance programs as required.
- Prepare and maintain computer records, reports, and correspondence using Microsoft Word and Excel programs.
- Prepare and submit required state and federal reports.
- Read, understand and apply complex written material, rules, regulations and codes as related to risk management, safety and environmental health.
- Pass District physical examination, which includes drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment;
- Communicate clearly and concisely in English, both orally and in writing;
- Adhere to an assigned work schedule, adjust working hours to include early evenings and/or Saturdays if necessary, and meet District attendance standards.

TRAINING AND EXPERIENCE:

Any combination of training and experience which demonstrates possession of and competency in requisite knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

Progressively responsible experience in the areas of workplace safety, risk management and employee training. At least five years of which have involved administration of a safety and accident prevention program, and; completion of advanced educational training and course work in safety engineering, occupational safety and health, or closely related field.

Bachelor's degree in business administration, public administration or related field is required. Certification as a Certified Safety Professional (CSP), an Occupational Health and Safety Technologist (OHST) and/or an Associate Risk Manager (ARM) is highly desirable. Ability to speak and write in Spanish is desirable.

Special Requirements:

- Continued possession of a valid California Driver's License, including on-going insurability to drive District vehicles.
- Persons employed in this classification are required to participate in District provided training to acquire basic American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) instructor certificates and to obtain Hazardous Materials First Responder certification during the initial year of employment.

TYPICAL WORKING CONDITIONS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand and walk on flat and uneven surfaces, stairs, steps and ladders; sit for extended periods; vision sufficient to read printed material, visual displays terminals normal range; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office and District grounds during investigations, inspections. verbal communication; manual dexterity and hand-eye coordination sufficient to write, use telephone computer, business machines and related equipment, use of office equipment including computers, telephones, calculators, copiers, and FAX;

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment - Normally work is performed in an office environment; moderate exposure to dirt, dust and outdoor conditions; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print