

SAFETY AND TRAINING OFFICER / RISK MANAGER

Salary Range: 368
FLSA Status: Exempt
Representation: Professional Unit

Description

Under the direction of the Human Resources Director develop, implement and manage all safety and emergency plans and programs. Ensure District safety and emergency policies and procedures are followed. Take an active role in the safety of employees and the public as it relates to the District, Suisun-Solano Water Authority, Rural North Vacaville Water District and USBR facilities. Act as a training officer developing and training staff on various topics.

Examples of Duties

Depending upon assignment, duties may include, but are not limited to, the following: Perform frequent job site inspections; investigate accidents and/or incidents of injury or property damage at District worksites to ascertain cause and need for corrective action; develop and implement measures and strategies to prevent accident recurrence in order to meet long-range loss-reduction goals; serve as safety resource for all departments and assists departments in complying with safety standards; provide consultation, guidance, and technical assistance on matters related to workplace safety and emergency management; and conduct emergency preparedness and safety training (including staff training in traffic control, chain saw use, boom truck operation, and fork lift operation); manage safety budget; and deal with the public and employees in a manner that emphasizes teamwork and cooperation while minimizing conflict.

Create, coordinate and implement training programs for District staff, including but not limited to matters of: safety, risk management and employee development.

Create and modify safety policies and update Safety Manual; develop, implement and manage the District's Injury/Illness Prevention Program; conduct the District's monthly all-employee safety meetings and monthly Safety Committee meetings, serving as chairperson of the Committee and assigning functions to the Committee; conduct regular safety audits including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations, and District policy; report safety findings to departments and recommend changes to

establish safe work conditions; may compel cessation of work in order to address potential imminent hazards; conduct follow-up inspections; coordinate, plan, and implement the actions and recommendations of the District's Safety Committee; prepare monthly, quarterly, and annual reports; maintain proper documentation to conform with record-keeping requirements of Cal OSHA and California Labor Code; coordinate insurance claims and conduct necessary tours; monitor

District's compliance with applicable laws and regulations; evaluate the impact of changing regulations; accompany inspectors during site visits; maintain database of equipment and supplies relating to mutual aid agreements; serve as the primary representative of the District with regulatory agencies overseeing safety; and develop and maintain the District's Employee Incentive and Disciplinary Plan.

Collects and analyzes risk management information and based upon that analysis, develops, implements, and monitors cost-effective risk, accident, and loss-reduction programs; prepares and implements methods of handling various risks by identifying at-risk facilities, work processes, conditions and/or situations susceptible to potential loss. Develops, implements, and monitors cost-effective risk management, insurance, and self-insurance programs to cover District-owned property, liability of vehicles and employees, Workers' Compensation and fidelity issues; determines proper self-insured retention or commercial insurance coverage and coordinates and administers that insurance coverage. Interacts with departments to facilitate implementation of various risk-reduction programs; identifies risk exposure and provides technical advice on issues that may cause: a) loss of property, b) loss of revenue, c) loss of service, d) bodily injury or loss of life, including losses from the following:

- ♦ Occupational injury and disease.
- ♦ Occupational Safety and Health Act (OSHA).
- ♦ Americans with Disabilities Act (ADA) violations.
- ♦ Equal Employment Opportunity (EEO)/Civil Rights violations.
- ♦ Third party liability.
- ♦ Property loss.
- ♦ Environmental violations.
- ♦ Surety, indemnity, warranty and contract exposure.

Incumbent performs assigned duties under general supervision in a highly independent manner according to overall directives within the context of established guidelines. Incumbent uses initiative and substantial judgment in developing and maintaining policies and procedures. Performs other duties as assigned.

Employment Standards

Knowledge Of:

- ♦ District policies, rules, regulations and procedures.
- ♦ Principles of personnel training.
- ♦ Proper use of computers.
- ♦ OSHA rules and regulations.
- ♦ State of California Labor Codes, Insurance Codes and general industry safety orders.
- ♦ Industrial safety and other pertinent laws and regulations
- ♦ Basic legal and medical terminology.
- ♦ All District topic-specific safety/emergency plans
- ♦ Other key agencies' safety/emergency plans such as County OES, Fire Protection Districts, Water Rescue Teams and USBR.
- ♦ Use of hand tools and some small mechanical equipment.
- ♦ Department of Motor Vehicle codes.
- ♦ Basic First Aid and Cardiopulmonary Resuscitation.
- ♦ Common public relations courtesies, practices and techniques.

Ability To:

- ♦ Plan, organize, direct, coordinate, train, evaluate and supervise functions and activities of the District's training and safety programs and the Safety Committee.
- ♦ Deal tactfully and courteously with employees and the public.
- ♦ Establish and maintain effective relationships with those contacted in the course of work.
- ♦ Read and write the English language.
- ♦ Operate a computer terminal/microcomputer to access varied databases and applicable software, including Microsoft Word, Access, Excel and PowerPoint.
- ♦ Successfully complete safety and risk management course work as may be required
- ♦ Identify District training needs and develop effective training programs in conjunction with the Human Resources Director.
- ♦ Conduct studies and investigations, analyze data, draw sound conclusions and prepare reports of findings and recommendations.
- ♦ Successfully train and evaluate District staff relative to safety practices, CPR, First Aid and similar programs.
- ♦ Work through Supervisors to ensure District safety policies are followed.
- ♦ Develop written plans.
- ♦ Develop and monitor budgets.
- ♦ Perform simple arithmetic.
- ♦ Understand and carry out verbal or written instructions.

- ♦ Communicate effectively orally and in writing.
- ♦ Operate a vehicle observing legal and defensive driving practices.
- ♦ Observe and apply all safety regulations pertaining to the equipment, job site and workload assignments.

Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is three years coordinating safety, loss prevention and training programs. A bachelor's degree from an accredited college or university in industrial engineering, insurance, risk management, human resources, or a closely related field is highly preferred.

Licenses and Certification

- ♦ Possession of a valid Class C California Motor Vehicle Operator's License with a satisfactory driving record to maintain insurability.
- ♦ Certified Safety Professional (American Board of Certified Safety Professionals or equivalent) or obtain within 12 months of active employment.
- ♦ Caltrans Traffic Control Certification (or obtain within 18 months)

Physical Demands

Carrying:	Transports objects by holding them in hands or arms.
Stooping:	Bends body downward and forward by bending at waist or knees.
Standing:	Stands for up to 8 hours per day.
Reaching:	Extends hands and arms in any direction.
Lifting:	Raises (above head) or lowers (below knees) assorted mechanical devices and appurtenances, up to 50 pounds.
Sitting:	May remain in a seated position for up to 8 hours per day. Rides in District vehicles over rough terrain.
Climbing:	In and out of equipment, trenches and pipelines; ascends and descends ladders up to 50 feet. Ascends and descends slopes up to 1,000 feet.
Hearing:	Hears well enough to receive communication in person, by radio and by telephone, as well as for safety in and around construction sites. May work in conditions with intermittent or constant noise.
Hands/Arms:	Operates vehicles, equipment and hand tools. Seizes, holds or works with hands. Operates computer for up to 8 hours a day.
Vision:	Reads written messages; operates vehicles and equipment.
Talking:	Expresses ideas and shares information by means of spoken word in

person, by radio and by telephone.
Walking: Moves about on foot, often through uneven terrain.
Environment: Works in conditions with intermittent or constant noise and works outside with variations of temperature and weather.

Reasonable accommodations will be considered.

Physical Examination

Must pass a physical examination, which includes substance screening, before employment with the District.

Confidentiality

Information obtained and used in this position is of a confidential nature and cannot be shared with unauthorized persons within or outside the District.

Supervision

This position receives general supervision from the Human Resources Director. This position provides supervision in safety related matters to all employees of the District, usually through other Supervisors but can give direct instruction to any employee on safety and emergency matters.