

## **SOUTH BAYSIDE SYSTEM AUTHORITY**

### **Job Description April 2008**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*

**JOB TITLE: Environmental Health and Safety Manager**

**GRADE:**

**FLSA: Non-Exempt**

#### **SUMMARY**

The Health and Safety Officer develops, administers, implements and enforces the safety, safety training, emergency preparedness, emergency response and environmental health programs in compliance with federal, state, and local safety, health and environmental regulations; serves as the SBSA Safety Officer; assists in the administration of the risk management program; coordinates with project and personnel leadership to provide functional supervision on job sites or in work areas as needed for safety/regulatory related issues or work practices. The Health and Safety Officer reports directly to the General Manager. This is a multiple incumbent position.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The Health and Safety Officer position is a management position, with technical, administrative, and supervisory responsibilities. The position is responsible for ensuring company compliance with safety and environmental regulations through the development, implementation, administration, and enforcement of company programs, policies, and procedures. The essential duties listed below are not all-inclusive, and there may be other job-related duties that are necessary to perform in order to meet the expectations and responsibilities of the Health and Safety Officer position:

- Maintains thorough, accurate, working knowledge of applicable safety and environmental regulations. Monitors regulation and revises SBSA programs, policies, and procedures as necessary to maintain compliance as regulations change.
- Develops, implements, manages, and enforces programs, policies, and procedures as necessary for compliance with safety and environmental regulations.
- Develops, implements, and manages the Safety Training Program for SBSA staff. Ensures all required safety training is included in the program. Provides leadership and technical oversight to the safety trainers for the development of training lesson plans and course objectives. Schedules training, monitors progress and ensures

completion of training and training documentation. Maintains an effective safety training program through continuous improvement and collaboration with trainers.

- Inspects SBSA facilities observing operations and activities, investigating health and safety complaints and ensuring that the Authority is in compliance with Federal, State, and local Safety and Environmental regulations. Recommends necessary action or procedural changes to correct areas not in compliance with regulations.
- Coordinates and consults with program/project managers and supervisors regarding health and safety issues in their respective areas, and notifies management staff regarding violation of safety regulations and codes.
- Coordinates with staff to ensure compliance with all environmental regulations regarding the handling and disposal of hazardous materials.
- Serves as the management representative for the employee safety committee. Attend committee meetings and provide administrative support and oversight for the committee business activities.
- Completes all necessary documentation and reporting requirements. Maintains required records and administrative files.
- Acts as Safety Officer during an emergency response or any major event where the Incident Command System is implemented.
- Serves as liaison with government regulators on safety and environmental compliance business, routine communication, tours and inspections, documentation and program administration.
- Assists with the administration of the occupational injured workers program, Workers' Compensation; compiles, analyzes and interprets accident, injury and lost time statistics and cost data reports.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

**Knowledge of:**

South Bayside System Authority policies and procedures.

- Principles, practices and applicable equipment related to industrial safety and hygiene and hazardous waste management.
- Applicable federal, state, and local laws, codes and regulations and regulatory processes governing industrial wastewater, hazardous waste and facilities management.
- Standard occupational hazards, including accident analysis and prevention techniques.
- Program & Project management.
- Supervisory and interpersonal skills.
- Emergency preparedness, mitigation and response.
- Research methods, practices and report writing.
- Data collection and statistical analysis.
- Computer applications related to safety administration.

Record keeping, file system principles and practices

**Ability to:**

- Develop and implement an effective and compliant safety, hazard control and industrial hygiene program.
- Perform detailed, technical, safety, hazard and environmental assessment, and make effective recommendations for action and correction.
- Interpret, apply and explain applicable laws, codes, regulations and guidelines.
- Administer programs and projects effectively. Set priorities and to work on multiple projects effectively.
- Apply supervisory level leadership; provide clear goals and direction to subordinates.
- Understand and communicate technical and non-technical concepts effectively, both orally and in writing. Prepare clear and concise reports, correspondence and other written materials
- Establish and maintain effective work relationships utilizing conflict resolution and group process techniques. Create a work environment with a high level of teamwork, morale, and productivity. Work effectively as part of a multi-disciplinary team.

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

Any combination of training and experience is qualifying, provided the required knowledge, skills and abilities can be demonstrated. A typical way to obtain the requisite knowledge and abilities would be:

- Six (6) years of experience in the areas of workplace safety, program administration and employee training, at least two years of which have involved direct administration of a comprehensive safety, industrial hygiene and accident prevention program, and;
- Equivalent to a Bachelors Degree from an accredited college or university with major coursework in Industrial Hygiene, industrial engineering, safety engineering, occupational health, or closely related field.

**Licenses, Certificates, or Credentials**

Must possess a valid Class C California driver's license and be insurable under the Authority's Driving Eligibility Standards.

Possession of a Cardiopulmonary Resuscitation and First Aid certificate is required within one year of employment.

Certification as a Certified Safety Professional (CSP) is highly desirable.

Certification as an Associate Risk Manager (ARM) is highly desirable

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must have the ability to: see to drive vehicles, read fine print and video display terminals; hear well enough to converse on the telephone, radio and in person over the noise of machinery; speak well enough to converse on the phone, radio and in person over the noise of machinery; speak English well enough to be understood by diverse groups; smell odors; move fingers and hands dexterously; climb stairs and ladders; bend, stoop, kneel, stretch, reach, climb, stand and sit for long periods of time; use computers, calculators, and other office equipment.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, and odors, works at heights, uses power tools, and works with and around machinery having moving parts.