



Tuolumne Utilities District  
Job Description  
**SAFETY COMPLIANCE COORDINATOR**

POSITION:	Safety Compliance Coordinator/Assistant to HR	DEPARTMENT:	Administration
REPORTS TO:	Human Resources Director	FLSA Status:	Non-Exempt
PAY RANGE:	Range 44	DATE PREPARED:	October 2018
INCUMBENT:			

**Summary:**

Under general supervision of the Human Resources Director, oversees the District's safety, risk management, hazard mitigation, disaster preparedness, emergency response, workers' compensation and other safety related programs including providing instruction, guidance, technical advice and direction to staff and department heads in risk management and safety programs; and provides highly complex and confidential, staff assistance to the Human Resources Director, including the development of policies and procedures, and assists in all aspects of human resources related work. Performs other related duties as assigned.

**Essential Job Functions (Illustrative Only):** - *Essential responsibilities and duties may include, but are not limited to, the following:*

**SAFETY, INJURY & ILLNESS PREVENTION PROGRAM**

- Plans and administers the District's safety and risk management programs in compliance with applicable state and federal regulations, including the Injury and Illness Prevention Program.
- Plans, develops and conducts safety and health education and orientation programs; coordinates other training activities. Maintains methods to effectively communicate safety issues with all employees.
- Advises Safety Committee meetings and facilitates activities of the committee.
- Available to all departments as a technical resource, adviser and guide in all matters related to safety and risk management functions and activities.
- Selects and manages any use of outside safety vendors.
- Assists in establishing funding levels to meet the needs of the District's Safety and Risk Management program requirements.
- Develops policies, procedures and internal safety/risk protocols as necessary.

**WORKERS' COMPENSATION**

- Monitors facilities and work behaviors for exposure to potential safety and health hazards. Recommends repairs and modifications to equipment, processes and facilities.
- Investigates injuries and accidents and prepares reports.
- Works directly with workers' compensation program carrier to manage District claims.
- Works with supervisors and employees to promote the District's Early Return to Work

Program offering modified and/or alternate duty assignments.

- Works closely with management in workers' compensation claims administration. Evaluates claims to determine areas/departments with high frequency and severity. Closely monitors experience modification rate.
- Manages District's workers' compensation carrier's Credit Incentive Program to ensure maximum program cost savings.
- Maintains injury/incident records and reports for use in accident prevention activities.

#### DRUG- & ALCOHOL-FREE WORKPLACE PLAN

- Administers the Department of Transportation Drug & Alcohol program; maintains Driver Qualification files and oversees the Biennial Inspection of Terminals (BIT) program; coordinates random drug and alcohol testing in compliance with DOT and District policy; and provides employee and supervisor Drug & Alcohol-Free Workplace Plan training requirements.

#### FACILITIES AND PROPERTY

- Identifies major areas of risk through physical inspection of properties, buildings, and facilities and recommends appropriate mitigating action to minimize and control risk exposure.
- Anticipates the evolving risk management needs of the District; evaluates the need for, recommends, and implements modifications to risk management policies and procedures.
- Receives and manages liability claims made against the District. Coordinates inspections of damages with supervisor and/or onsite staff, prepares reports, coordinates with carrier on claims adjusting and investigation.
- Plans, develops and administers Hazardous Materials Business Plans for all required facilities in compliance with state and local regulations.
- Manages District's property liability carrier's Credit Incentive Program to ensure maximum program cost savings.

#### EMERGENCY RESPONSE PLAN

- Complies with all National Incident Management System (NIMS) and National Response Plan (NRP) components.
- Acts as custodian of the District's Emergency Response Plan. Provides updates, critical incident planning, regular training exercises, crisis management and communication. Takes proactive steps in preventing disasters, including terrorism.
- Works with local law enforcement agencies to provide a close security partnership and implements protocols for joint training exercises.
- Administers and evaluates security programs including vulnerability assessments of District's facilities, employee training and community education.
- Represents the District at meetings with other agencies and the public.

#### HUMAN RESOURCES

- Performs full range of human resources and risk management functions and services.

- Administer confidential matters related to employee and labor relations.
- Assist with disability determinations including the interactive process, modified or alternate duty assignments.

**Qualification Requirements:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge, Skills, and Abilities**

Knowledge of:

- Safety and Risk Management theories and principles.
- OSHA, Federal and state safety standards and regulations.
- Worker's Compensation, liability and property claim administration.
- Emergency preparedness planning, emergency response procedures and protocols, crisis management and communication, and vulnerability assessments for security issues.
- General Industry and Construction safety orders, accident reporting procedures
- Safety and loss control principles, practices and procedures
- Computer and software applications, including Word, Excel and PowerPoint.
- Basic principles of water and wastewater operations.
- Principles and practices of supervision, training and evaluation and employee development.
- Principles and practices of employee/labor relations, personnel and benefits administration.
- Fundamentals of risk management.

Skill in:

- Effective communication (oral and written) and interpersonal skills in interaction with all levels of District staff, other agencies and the general public.
- Classroom and/or group instruction, public speaking and presentation techniques.
- Making reliable decisions and providing guidance under emergency or stressful conditions.
- Maintaining required records and preparing necessary reports and other written materials.
- Creating and maintaining file systems including confidential systems.
- Collect, analyze, read, interpret and apply complex regulations, policies, statistical data, procedures and contract provisions.
- Interpret and apply applicable federal, state, and local laws, rules and regulations.
- Deal constructively with conflict situations.
- Office procedures and use of office equipment.
- Research and prepare clear and concise comprehensive reports, correspondence and other written material and maintain accurate records.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Ability to:

- Manage multiple, and sometimes conflicting, priorities and multitask on a regular basis.
- Work independently with minimal supervision.

- Read and write at the level required for successful job performance.
- Type quickly and efficiently.
- Provide written communication that is clear, concise, and technical in nature.
- Manage large volumes of complex data.
- Represent the District in a positive, professional and courteous manner.
- Organize and maintain records and files.
- Assemble data and prepare reports.

### **PHYSICAL DEMANDS**

*The physical demands described herein 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.*

While performing the duties of this job, the employee is regularly required to: Display verbal skills to effectively interface with other staff members, the public, other public agencies. Maintain the capacity to sit at a computer for extended periods of time. Walk, climb and negotiate uneven terrain. Ascend and descend steps and embankments. Lift, push, pull and carry up to 50 lbs. Use hands and fingers to handle or feel objects and controls. Drive a vehicle in all weather conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

*The work environment characteristics described herein 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.*

Works in a variety of environments, including water and wastewater facilities, construction sites, and outdoor locations. Performs work in a variety of weather conditions ranging from subfreezing snow to 100+F. Some activities are performed indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

### **Education and Experience Requirements:**

*This position requires an individual who possesses a moderate to high degree of knowledge in safety and risk standards, human resources, rules and regulations. Any combination of training,*

*experience and education that would provide the desired knowledge and skills may be qualifying as determined solely by the District. A typical way to obtain the required knowledge and abilities would be:*

Education/Certification/License:

- Bachelor’s degree in related field OR professional safety certification(s) preferred. Professional safety certification and/or training may be required to obtain within 18 months of hire.
- Valid California driver’s license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

Two years of experience in one or more of the following areas: implementation of a comprehensive program in areas such as occupational safety, risk management, compliance and/or workers’ compensation, the development and presentation of training materials, safety and/or process inspections and job hazard assessments, development and implementation of policies and procedures. Technical experience in claims handling, investigation of liability, loss prevention or property and liability insurance and in the water/wastewater industry is preferred.

Work Hours:

Flexible schedule between 7:00 am to 4:30 pm, Monday through Friday. Schedule is subject to change, as required to meet the needs of the District. Position is subject to after-hours calls and unscheduled work. Incumbent must be available to work overtime and to attend evening meetings when required.

I have reviewed and agree that this job description accurately reflects the position.			
_____	_____	_____	_____
Supervisor’s Signature	Date	Employee’s Signature	Date
Approved by General Manager:    Approval Date: ____ / ____ / ____			