



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Safety and Emergency Management Officer
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GENERAL PURPOSE

Under direction, plans, organizes, coordinates an assigned District comprehensive safety and emergency management program which may include, but is not limited to, workers compensation, occupational safety, and risk and loss control; develops and implements a total safety culture; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This professional classification is responsible for supporting safety and emergency management programs by performing duties which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Safety, Risk, and Emergency Management. Exercises direct supervision over technical support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, integrates, and participates in developing and implementing comprehensive employee health and safety programs which include, but are not

limited to, industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials, and environmental hazard abatement.

- Participates in the selection, training, supervision, and evaluation of assigned staff; participates in the establishment of performance requirements and personal development targets; and provides technical assistance and advice to assigned staff.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Assists in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies.
- Responds to employee, manager, and contractor/vendor questions regarding safe work practices and environmental hazards; recommends mitigation, corrective action, and best practices procedures.
- Oversees assigned workers' compensation and risk management programs; develops and recommends program design and oversees the investigation of accidents and injuries and the evaluation of claims; works with human resources staff and department managers to coordinate workers' compensation injury management, including light-duty and return-to-duty policies and programs to minimize lost time; identifies and recommends mitigation measures.
- Participates in the District's Emergency Operations Plan, Emergency Operations Center activation, and disaster preparedness planning and coordination; serves as the District's Hazardous Materials Team Leader/Co-leader and responds to emergencies as the on-site Incident Commander; assumes responsibility for the District's Chlorine Emergency Plan and related programs.
- Participates in developing emergency response and management programs, strategies, and solutions designed to provide employees with a safe and secure work environment and to limit loss or damage to District property; conducts emergency response drills, reviews/updates the District's Emergency Operations Plan; coordinates with local mutual aid groups, emergency responders, law enforcement, and local officials on District response capabilities and plans in the event of an emergency; conducts/instructs employee safety training courses; continuously evaluates the effectiveness of safety training programs and incorporates findings into future program revisions.
- Coordinates with contract security forces, vendors, and others to ensure adequate, safe, and cost-effective security services are provided.
- Reviews and approves general safety plans, practices, and policies, in addition to Injury and Illness Prevention Programs and site-specific safety plans developed by contractors or vendors.

- Advises all levels of District management on the design and implementation of emergency management programs; monitors program plans for compliance through review of accident reports, field visits, and safety committee reports and suggestions; conducts special and periodic inspections of District facilities and operations to identify security, safety, and environmental hazards; issues notices of hazards and required abatements.
- Develops and delivers safety training programs for managers, supervisors, and employees; coordinates and conducts safety and emergency response meetings with departments and the Safety Committee; conducts training sessions on claims handling, worker's compensation, and other claims or risk subjects, as requested.
- Reviews chemicals used by the District and maintains required Safety Data Sheets (SDS) for reference, including the approval of new chemicals to be used by employees.
- Responds to the scene of employee personal-injury accidents or serious incidents; participates in thorough investigation and analysis of the circumstances surrounding the injury, accident, or incident; develops findings and recommendations; prepares required reports on employee accidents and accident trends.
- Prepares or advises on the development of specifications for the purchase of safety and security-related equipment; periodically checks the operation or use of safety and security-related equipment to ensure conformance with District expectations.
- Assists in the investigation, administration, and settlement of claims filed against the District including the adjudication of claims for approval by management and the Board.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Administrative principles and methods including goal setting, program development and implementation.
- Basic principles and practices of budget preparation.
- Principles, policies, practices, and methods for developing and administering a comprehensive emergency management program including safety, claims, risk, workers compensation, and security programs.
- District policies and procedures for reporting property damage and personal injury.
- State workers' compensation laws, regulations, procedures, and requirements.
- Methods of identifying exposure to loss and investigating and correcting industrial and environmental hazards.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Methods and practices for conducting accident and work place safety and security audits and investigations.
- Standard safety equipment used in public works occupations.
- Research methods and statistical analysis techniques.
- Practices and methods for designing employee training programs and materials.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan and implement assigned safety program operations and activities.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing program goals, objectives, practices, policies, procedures, and work standards.
- Assist in budget preparation.
- Serve as a technical advisor to departments on safety and risk management matters.
- Prepare and deliver safety training programs.
- Coordinate programs with internal staff, third party administrators, and external agencies.
- Facilitate, coordinate, and implement general safety practices and procedures.
- Analyze, evaluate, and determine the priority of tasks, alternatives, and reach sound conclusions.

- Collect, evaluate, and interpret data in statistical and narrative form and prepare clear, concise reports and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Maintain accurate records and files.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible professional experience in the administration of claims, emergency management, risk, and/or loss control programs.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in safety, business administration, or related field.

Licenses/Certifications:

- A valid California Class C driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy may be required for some assignments.
- CPR and First Aid.
- Certification by the Department of Labor as a certified instructor on OSHA standards for construction and general industries is desirable.
- Certified Safety Professional (CSP), Associate Safety Professional (ASP), Certified Industrial Hygienist (CIH), Occupational Health and Safety Technologist (OHST), Certified Emergency Manager (CEM), and Certified Hazardous Materials Manager (CHMM) designations are desirable.
- Certifications issued by AWWA and other recognized industrial safety organizations on topics relevant to conducting specific safety training courses and responding to hazardous materials and waste operations and incidents are desirable.

PHYSICAL DEMANDS

The physical 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.

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field work, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

WORK ENVIRONMENT

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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Safety and Emergency Management Officer
Last Update: September 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>September 16, 2020</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Safety and Emergency Management Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____