



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, Risk and Emergency Management Manager
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GENERAL PURPOSE

Under administrative direction, performs complex professional and project-management-related activities in support of the District's occupational health and safety, security, and emergency preparedness and response programs' coordinates training programs and functions to ensure compliance with applicable Federal, State, and local safety and health laws, regulations, or standards; assists all departments in a continuous improvement program of occupational health & safety, and emergency preparedness and response performance; serves as project manager on assigned projects; manages the work of assigned staff; and performs related work as assigned.

In addition to the Director of Safety, Risk and Emergency Management, employees in this classification are subject to on-call, which may include rotating-duty schedules, weekends, and 24-hour emergency call-out with little or no notice.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, coordinating, and evaluating the work of assigned staff. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities. Positions in this 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 regulatory requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Safety, Risk and Emergency Management. Exercises direct supervision over assigned professional and technical 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.

- 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.
- Performs administrative duties as needed for the effective and efficient operation of the District, such as budget administration, purchasing administration, and file and record maintenance.
- Under direction, plans, organizes, and coordinates the District's safety programs to meet federal, state, and location legislative/regulations.
- Coordinates and conducts periodic field inspections, indoor air quality surveys, industrial hygiene surveys, life safety and evacuation drills, and safety compliance auditing.
- Continuously assesses safety training needs based on job duties and exposures. Develops and delivers safety meeting and training course content on various safety topics, including tracking attendance for regulatory compliance.
- Assists with the coordination of the annual fire prevention inspections with appropriate fire agencies.
- Assists in the development, review, or updates of safety programs resulting from compliance auditing or to comply with regulatory changes. Communicates changes to management and employees.
- Evaluates job tasks and develops code of safe work practices and job safety assessments (JSAs) to support and improve health and safety plans and programs, or at the request of departments implementing new equipment or undertaking new tasks.
- Supports incident investigations and tracks work-related injuries/illnesses, and vehicle accidents for trend analysis. Maintains the Cal-OSHA 300 Log.
- Provides ongoing technical support and information/guidance to District personnel, including communicating updates to safety and health regulations and standards.
- Interfaces with regulatory agencies such as Cal/OSHA, and fire agencies. Participates in Cal/OSHA inspections and coordinates response as necessary.
- Coordinates evacuation exercises consisting of tabletop and annual drills.
- Manages the District's Hazardous Materials Response Team (Hazmat Team) to respond to chemical spills/releases, including training and exercises.
- Assists with reviewing contractor site-specific safety submittals for conformance with specification and regulatory requirements.
- Serves as a resource to the District's Joint Labor/Management Safety and Health Committee, including report preparation and meeting agendas.
- Supports the District's security functions and integration into the emergency preparedness program.

- Assists in the development and maintenance of the District's emergency and disaster-related plans, including the Emergency Operations Plan (EOP), Local Hazard Mitigation Plan (LHMP), and other Emergency Action Plans (EAPs).
- Assists in the development of multi-year training and exercise plans. Coordinates tabletop, functional, or full-scale emergency preparedness exercises to test emergency response plans.
- Works in coordination with the Director of Safety, Risk and Emergency Management to manage the District's Emergency Operations Center (EOC) to ensure the District's readiness to respond to emergencies, as well as the maintenance of emergency supply inventories.
- Coordinates the District's emergency response efforts both internally and with outside agencies.
- Maintains situational awareness through partner agencies and trusted information sources for potential or ongoing emergencies and threats; provides updates to relevant workgroups and staff as required.
- Assists with developing the Safety, Risk and Emergency Management Department budget.
- Performs all other work-related miscellaneous duties.

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.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.
- Principles and practices of leadership.
- Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Organization, function, role, and authority of a public agency Board of Directors.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, methods, and techniques of planning, developing, and administering risk management and loss control programs, particularly related to ensuring adequate general and financial liability protection.
- District policies and procedures for reporting property damage and personal injury.
- Methods and techniques of identifying exposure to loss and investigating and correcting industrial and hazards.
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.

- Practices and procedures for managing, administering, analyzing, adjudicating, and litigating claims.
- Methods and techniques of conducting research and analysis.
- Trends and practices in risk management, loss control, and emergency response services.
- District personnel rules, policies, and labor agreement provisions.
- 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.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control).
- Practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, organize and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals and objectives, practices, policies, procedures, and work standards.
- Provide management and professional leadership for the District and department.
- Analyze and make sound recommendations on complex risk and safety related management issues.
- Understand, interpret, explain, and apply District, state, and federal policy, law, regulation, and court decisions in assigned areas of responsibility.
- Oversee and/or conduct comprehensive investigations into accidents or other safety related occurrences.

Eastern Municipal Water District

Job Title: Safety, Risk and Emergency Management Manager

Last Update: February 2024

- Interpret property, casualty, workers compensation and liability insurance policies, certificates of insurance, and exclusion language.
- Analyze, classify, and rate risks, exposure, and loss expectancies; evaluate alternatives, and make recommendations on courses of action to mitigate risk and loss.
- Effectively represent the District in claims hearings, litigation, and settlement meetings.
- Collect, evaluate, and interpret data in statistical and narrative form.
- 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.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Ensure the confidentiality of sensitive employee information for past, current, and future employees; use discretion when handling and disseminating sensitive information.
- Effectively use computer systems and software applications relevant to work performed, and modern business equipment to perform a variety of 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.
- Add, subtract, multiply, divide, and calculate percentages, decimals, and fractions.
- Remain calm in crisis and emergency situations.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

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 increasingly responsible experience performing professional level work in the administration of an occupational safety program; including three (3) years in a supervisory capacity. Two (2) or more years of experience in emergency preparedness and response in a public agency is highly desirable.
- Intermediate abilities in Microsoft Office Suite.
- Strong working knowledge of Cal/OSHA regulations.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in Business or Public Administration, Occupational Safety and Health, Industrial Hygiene, Wastewater Treatment Operations and Maintenance, or a related field.

Licenses/Certifications:

- A valid Class 'C' California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- A certification through the Board of Certified Safety Professionals (BCSP) or equivalent is desirable.
- Certification as an Emergency Manager or Business Continuity Professional is desirable.
- Incident Command, Standardized Emergency Management System (SEMS), or National Incident Management Systems (NIMS) certifications are highly 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.

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. This is primarily a sedentary office classification although standing in work areas and walking 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to accident or injury investigations, 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, and to operate a motor vehicle and visit various District sites.

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 may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

When conducting investigations in the field, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.

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>July 1, 2023</i>
Date modified:	<i>February 1, 2024</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Safety Risk and Emergency Management Manager. 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: _____