

Water Authority Position Description

SAFETY COORDINATOR

Status	Position Code	Level	Date
APPROVED	SACO	M25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

COORDINATE, CONDUCT AND ASSIST WITH SAFETY PROGRAMS, ACTIVITIES AND AUDITS WITHIN THE WATER AUTHORITY.

MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN BUSINESS ADMINISTRATION, OCCUPATIONAL HAZARDS OR A RELATED FIELD, PLUS THREE (3) YEARS EMPLOYEE SAFETY, INJURY REDUCTION, PREVENTION AND/OR ENVIRONMENTAL HEALTH OR EMPLOYEE HEALTH AND WELLNESS PROGRAMS.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. COORDINATE SAFETY PROGRAM ACTIVITIES. CONDUCT FORMAL AND INFORMAL SAFETY MEETINGS AND RECOMMEND SAFETY PROCEDURES AND TRAINING PROGRAMS.
2. CONDUCT SAFETY PROGRAM AUDITS.
3. ASSIST IN PROVIDING EMPLOYEE TRAINING REGARDING FIRST AID, CPR OR ON-THE-JOB SAFETY PROCEDURES AND PRACTICES INCLUDING FORKLIFT OPERATIONS TRAINING. ENCOURAGE SUPPORT FOR ON-THE-JOB SAFETY PROGRAMS.
4. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING SAFETY PROGRAM SERVICES. IMPLEMENT POLICIES AND PROCEDURES.
5. MONITOR PROGRAM PERFORMANCE. INSPECT JOB SITES, VEHICLES, FACILITIES AND WORK AREAS FOR COMPLIANCE WITH APPLICABLE SAFETY RULES AND REGULATION. RECOMMEND AND IMPLEMENT MODIFICATIONS TO SYSTEMS AND PROCEDURES.
6. CONDUCT JOB SAFETY SURVEYS AND ANALYSES ON VARIOUS JOBS. COLLECT DATA AND PREPARE REPORTS.
7. OPERATE VARIOUS SAFETY EQUIPMENT USED TO ANALYZE NOISE AND AIR QUALITY INCLUDING A METRO SONIC DOSIMETER AND GAS TESTER.
8. ASSIST WITH THE WATER AUTHORITY'S LIGHT DUTY AND EARLY RETURN TO WORK PROGRAM.

SUPPLEMENTAL FUNCTIONS

1. MAY PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF SAFETY, HEALTH AND WELLNESS.
2. RECEIVE AND SUBMIT EMPLOYEE SAFETY SUGGESTIONS TO DIVISION MANAGEMENT.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.
4. ASSIST IN RETURN TO WORK PROGRAM.

PREFERRED KNOWLEDGE

BASIC OPERATIONS, SERVICES AND ACTIVITIES OF A JOB SAFETY TRAINING AND AWARENESS PROGRAM
PRINCIPLES AND PRACTICES OF JOB SAFETY TRAINING PROGRAM DEVELOPMENT AND IMPLEMENTATION
METHODS AND TECHNIQUES OF JOB TRAINING
METHODS AND TECHNIQUES USED TO CONDUCT JOB SAFETY STUDIES AND SURVEYS
OCCUPATIONAL HAZARDS AND STANDARD SAFETY PRACTICES
PERTINENT FEDERAL, STATE AND LOCAL CODES, LAWS AND REGULATIONS

PREFERRED SKILL/ABILITY

COORDINATE AND DIRECT JOB SAFETY TRAINING PROGRAMS
PROVIDE EMPLOYEE TRAINING REGARDING ON-THE-JOB SAFETY PROCEDURES AND PRACTICES
RECOMMEND AND IMPLEMENT GOALS AND OBJECTIVES FOR PROVIDING JOB SAFETY TRAINING PROGRAMS
INTERPRET AND EXPLAIN JOB SAFETY POLICIES AND PROCEDURES
IDENTIFY POTENTIAL HAZARDS IN THE WORK PLACE
CONDUCT JOB SAFETY SURVEYS AND ANALYSES ON VARIOUS JOBS
ANALYZE NOISE AND AIR QUALITY IN FACILITIES AND JOB SITES
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK INCLUDING THE GENERAL PUBLIC

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE; EXPOSURE TO HEAT, COLD, NOISE, DUST, GREASE, SMOKE, FUMES, GASES, ELECTRICAL ENERGY, MOVING OBJECTS/VEHICLES, WORK ON SLIPPERY OR UNEVEN SURFACES.

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS; WALKING, STANDING OR SITTING FOR PROLONGED PERIODS; LIGHT LIFTING AND CARRYING; CLIMBING WITH BOTH LEGS AND ARMS; OPERATING MOTORIZED EQUIPMENT AND VEHICLES.
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.