

# Water Authority Position Description

## SAFETY INSTRUCTOR

Status	Position Code	Level	Date
APPROVED	SAIN	M26	Jun 2018

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

PLAN AND CONDUCT SAFETY INSTRUCTION FOR WATER AUTHORITY STAFF TO PREVENT OR CORRECT UNSAFE WORKING CONDITIONS. IMPLEMENT ESTABLISHED SAFETY STANDARDS AND PROGRAMS TO ENSURE COMPLIANCE WITH SAFETY AND HEALTH LAWS.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN SAFETY, ENVIRONMENTAL HEALTH, OCCUPATIONAL SAFETY PHYSICAL FITNESS, EXERCISE PHYSIOLOGY, OR A RELATED FIELD, PLUS THREE (3) YEARS OF CONDUCTING EMPLOYEE SAFETY TRAINING, OR EXPERIENCE IN THE AREAS OF EMPLOYEE SAFETY, ENVIRONMENTAL HEALTH, INJURY REDUCTION AND/OR PREVENTION, OR EMPLOYEE HEALTH AND WELLNESS PROGRAMS, OR SAFETY STANDARDS ENFORCEMENT.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE.  
DEPENDING ON LOCATION OR IF ASSIGNED TO SAFETY POSITION MUST SUBMIT TO OZONE MEDICAL EXAM, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECTION FROM SAFETY MANAGER

### ESSENTIAL FUNCTIONS

1. ORGANIZE AND CONDUCT A VARIETY OF SAFETY RELATED ACTIVITIES INCLUDING BOTH FORMAL AND INFORMAL STAFF TRAINING PROGRAMS. ADAPT SAFETY PROGRAMS TO WATER AUTHORITY OPERATIONAL REQUIREMENTS.
2. IDENTIFY AND IMPLEMENT SAFETY TRAINING FOR STAFF. DEVELOP PROGRAM SCHEDULES AND MONITOR TRAINING ACTIVITIES. MEASURE AND EVALUATE THE EFFECTIVENESS OF ACCIDENT AND LOSS CONTROL SYSTEMS.
3. PROVIDE ASSESSMENT AND REFERRAL FOR PHYSICAL FITNESS EVALUATION.
4. ASSIST IN CONDUCTING INVESTIGATIONS AND EVALUATIONS OF ACCIDENTS INVOLVING WATER AUTHORITY STAFF, EQUIPMENT AND MOTOR VEHICLES, PROVIDE WRITTEN REPORTS OF FINDINGS.
5. CONDUCT FACILITIES AND WORK-SITE AUDITS AND INSPECTIONS TO EVALUATE POTENTIAL WORKPLACE STAFF SAFETY HAZARDS AND RECOMMEND RESOLUTIONS.
6. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
7. MAINTAIN A VARIETY OF RECORDS INCLUDING PERIODIC SCREENING AND EVALUATION RECORDS. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES.
8. ENSURE COMPLIANCE WITH ALL SAFETY STANDARDS, RULES, RECOMMENDED PRACTICES, REGULATIONS. RECOMMEND CORRECTIVE MODIFICATIONS TO THE SAFETY PROGRAM THROUGH INSTRUCTION OR OTHER APPLIED SAFETY PROCEDURES.
9. CONDUCT AIR, NOISE AND HAZARD ANALYSIS THROUGH THE USE OF AIR AND GAS MONITORING DEVICES AND OTHER RELATED EQUIPMENT.
10. ASSIST WITH THE WATER AUTHORITY'S EARLY RETURN TO WORK AND LIGHT DUTY PROGRAMS.
11. AS ASSIGNED, CONDUCT TRAINING FOR THE WATER AUTHORITY'S HEARING CONSERVATION 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. ASSIST WITH GENERAL OFFICE DUTIES AS REQUIRED.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF LOSS PREVENTION AND SAFETY PROGRAM  
PRINCIPLES AND PRACTICES OF CPR AND FIRST AID  
TRAINING METHODS AND TECHNIQUES FOR WORKPLACE INJURY REDUCTION INCLUDING  
BACK INJURY PREVENTION, REPETITIVE MOTION DISORDERS AND RELATED  
CONDITIONS  
PRINCIPLES AND PRACTICES OF WORKPLACE ERGONOMICS  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF SAFETY PROGRAM DEVELOPMENT  
AND PLANNING.  
PRINCIPLES AND PROCEDURES OF RECORD KEEPING  
ENGLISH USAGE, SPELLING, GRAMMAR AND PUNCTUATION  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS

### **PREFERRED SKILL/ABILITY**

DEVELOP TRAINING PROGRAMS AND MATERIALS IN ASSIGNED AREAS, INCLUDING CPR,  
FIRST AID, BACK INJURY PREVENTION, BLOOD BORNE PATHOGENS, HEARING  
CONSERVATION AND RELATED PROGRAMS  
CONDUCT TRAINING ACTIVITIES IN ASSIGNED AREAS, INCLUDING CPR, FIRST AID,  
BACK INJURY PREVENTION, BLOOD BORNE PATHOGENS, HEARING CONSERVATION AND  
RELATED PROGRAMS  
COORDINATE HEALTH AWARENESS/FITNESS RELATED EVENTS  
CONDUCT PHYSICAL FITNESS AND NUTRITIONAL ASSESSMENT AND EVALUATIONS  
INTERPRET AND EXPLAIN AUTHORITY POLICIES AND PROCEDURES  
PREPARE CLEAR AND CONCISE REPORTS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK INCLUDING AUTHORITY OFFICIALS AND THE  
GENERAL PUBLIC

### **WORKING CONDITIONS**

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE, EXPOSURE TO HEAT,  
COLD, NOISE, DUST, GREASE, SMOKE, FUMES, HAZARDOUS CHEMICALS AND/OR  
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; MAINTAINING PHYSICAL CONDITION  
NECESSARY FOR WALKING, STANDING AND SITTING FOR PROLONGED PERIODS OF TIME  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE  
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES