

# Water Authority Position Description

## SAFETY MANAGER

Status	Position Code	Level	Date
APPROVED	SAMG	P27	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

PROVIDE INNOVATIVE LEADERSHIP TO EMPLOYEES, SUPERVISORS AND MANAGERS ON ALL MATTERS OF SAFETY. PLAN, DEVELOP, COORDINATE AND IMPLEMENT SAFETY PROGRAMS FOR THE WATER AUTHORITY THAT REDUCE OR ELIMINATE WORKPLACE ACCIDENTS, INJURIES AND FINANCIAL LOSSES. PROVIDE SAFETY TRAINING TO SUBORDINATE SAFETY PERSONNEL AND OTHER EMPLOYEES AS NEEDED.

### MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE WITH MAJOR COURSE WORK IN SCIENCE, ENGINEERING, SAFETY ENGINEERING OR A RELATED FIELD, PLUS FIVE (5) YEARS OF SAFETY PROGRAM MANAGEMENT. EXPERIENCE PRODUCING AND IMPLEMENTING SAFETY PROGRAMS IN THE WATER AND WASTEWATER FIELDS PREFERRED.

### ADDITIONAL REQUIREMENTS

POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE WITH AN ACCEPTABLE DRIVING RECORD. CERTIFICATION AS A CERTIFIED SAFETY PROFESSIONAL BY THE BOARD OF CERTIFIED SAFETY PROFESSIONALS, OR AS A CERTIFIED INDUSTRIAL HYGIENIST BY THE AMERICAN BOARD OF INDUSTRIAL HYGIENE PREFERRED. MUST BE ABLE TO PASS RESPIRATORY CLEARANCE EXAM PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE. MUST BE ABLE TO PASS RESPIRATOR FIT TEST WITHIN 30 DAYS OF HIRE AND ANNUALLY THEREAFTER. MUST SUBMIT TO OZONE MEDICAL EXAM, AS APPROPRIATE TO THE JOB POSITION, PRIOR TO HIRE AND AT LEAST EVERY THREE YEARS AFTER HIRE.

### SUPERVISION RECEIVED/EXERCISED

RECEIVE ADMINISTRATIVE DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF. THIS POSITION REPORTS TO THE WATER AUTHORITY RISK MANAGER.

EXERCISE DIRECT SUPERVISION OVER SAFETY STAFF.

**ESSENTIAL FUNCTIONS**

1. DEVELOP SAFETY AND ENVIRONMENTAL HEALTH RELATED POLICIES AND PROCEDURES. DETERMINE WHICH EMPLOYEE SAFETY ISSUES OR TOPICS REQUIRE WRITTEN SAFETY PROGRAMS. DEVELOP AND MAINTAIN WRITTEN SAFETY PROGRAMS FOR EACH REQUIRED TOPIC. ENSURE APPROPRIATE USERS AND SUBJECT MATTER EXPERTS PERIODICALLY REVIEW EACH SAFETY PROGRAM. MAINTAIN A DIGITAL LIBRARY OF COMPLETED PROGRAMS, LESSON PLANS AND TRAINING CURRICULA. PERIODICALLY AUDIT AND MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES. PROPOSE CHANGES AND IMPROVEMENTS TO NON-SAFETY STANDARDS AND PROCEDURES AS REQUIRED.

2. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF SAFETY AND ENVIRONMENTAL HEALTH GOALS AND OBJECTIVES. CREATE AND MAINTAIN A FORMAL SYSTEM FOR JOB HAZARD ANALYSIS (JHA) BY WATER AUTHORITY PERSONNEL. FACILITATE THE JHA PROCESS, AS NEEDED, OR DIRECT THE EFFORTS OF SUBORDINATES WHO WILL DO SO. MAINTAIN A DIGITAL LIBRARY OF COMPLETED JHAS. IMPLEMENT APPROVED POLICIES AND PROCEDURES. WORK WITH MANAGEMENT STAFF TO IDENTIFY WAYS IN WHICH THE WORK OF THE WATER AUTHORITY CAN SAFELY PROCEED AFTER A HAZARD HAS BEEN IDENTIFIED. DEVELOP/IMPLEMENT SAFETY INITIATIVES TO PROMOTE AND ESTABLISH A STRONGER SAFETY CULTURE WITHIN THE WATER AUTHORITY.

3. PLAN, SUPERVISE, AND PARTICIPATE IN THE WORK OF STAFF RESPONSIBLE FOR PERFORMING A VARIETY OF SAFETY ACTIVITIES AND SAFETY PROGRAMS. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING SAFETY SERVICES. PLAN AND COORDINATE AUDITS OF SAFETY AND LOSS PREVENTION PROGRAMS. IDENTIFY RESOURCE NEEDS. REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF. ALLOCATE RESOURCES ACCORDINGLY.

4. IDENTIFY SAFETY TRAINING REQUIREMENTS FOR EMPLOYEES. CONDUCT SAFETY TRAINING NEEDS ANALYSES FOR EACH ROLE AND OPERATION WITHIN THE WATER AUTHORITY. DEVELOP APPROACHES TO PROVIDE THE TRAINING REQUIRED. DETERMINE RELIABLE SOURCES OF THAT NEEDED TRAINING. IMPLEMENT FORMAL AND INFORMAL SAFETY TRAINING PROGRAMS SPECIFIC TO THE NEEDS OF VARIOUS WATER AUTHORITY DIVISIONS. COORDINATE THE TRAINING ACTIVITIES WITH MANAGEMENT STAFF WITHIN THE WATER AUTHORITY. CONDUCT TRAINING AS REQUIRED. MAINTAIN A DIGITAL LIBRARY OF SAFETY TRAINING MATERIALS. DIRECT AND SUPERVISE TRAINING EFFORTS BY SUBORDINATE EMPLOYEES. DIRECT AND SUPERVISE TRAINING EFFORTS BY CONTRACTORS. ADMINISTER ANY CONTRACTS, AS DIRECTED BY THE WATER AUTHORITY, FOR PURCHASED TRAINING RESOURCES. ESTABLISH PROFESSIONAL DEVELOPMENT PROGRAMS FOR ALL WATER AUTHORITY SAFETY PERSONNEL.

5. UNDER DIRECTION OF RISK MANAGER, PARTICIPATE IN THE WATER AUTHORITY'S ACCIDENT AND INJURY ANALYSIS EFFORTS. FOLLOW ESTABLISHED RISK MANAGEMENT POLICIES AND PROTOCOLS. PARTICIPATE IN ACCIDENT REVIEW COMMITTEES. EVALUATE CLAIMS ON VEHICLE ACCIDENTS AND POTENTIAL EXPOSURE/LIABILITY OF CLAIMS. DETERMINE THE ROOT CAUSE OF EACH ACCIDENT OR NEAR-MISS INCIDENT. IDENTIFY ANY LESSON THAT THE WATER AUTHORITY SHOULD LEARN FROM EACH ACCIDENT OR NEAR-MISS INCIDENT. ASSIST WITH RETURN-TO-WORK PLANS IN ACCORDANCE WITH THE WATER AUTHORITY'S POLICIES.

6. ARRANGE FOR INSPECTIONS OF FACILITIES, SITES, AND OPERATIONS FOR EVALUATION OF POTENTIAL EMPLOYEE HAZARDS. CONDUCT INSPECTIONS OR DIRECT THE EFFORTS OF SUBORDINATES TO DO SO. OVERSEE AND PARTICIPATE IN ACCIDENT INVESTIGATIONS, INCLUDING HAZARDOUS CHEMICAL SPILLS. ENSURE CORRECTIVE ACTIONS ARE IDENTIFIED AND IMPLEMENTED. INSPECTIONS SHOULD CAPTURE: (1) PHYSICAL CONDITIONS OR OPERATIONAL PROCEDURES THAT POSE A RISK. (2) WHETHER OSHA STANDARDS OR OTHER REGULATIONS APPLY. CONSULT WITH MANAGERS AND EMPLOYEES TO IDENTIFY OSHA COMPLIANT METHODS TO CORRECT DEFICIENCIES.

7. SERVE AS POINT OF CONTACT FOR OSHA MATTERS. COMPLETE OSHA RECORDS, OR VERIFY THAT THE WATER AUTHORITY'S EFFORTS TO DO SO ARE ADEQUATE. OBSERVE AND PARTICIPATE IN OSHA INSPECTIONS AS THE WATER AUTHORITY'S REPRESENTATIVE. COORDINATE RESPONSES AND CONTESTS OF OSHA CITATIONS AS A TECHNICAL ADVISOR.

8. PARTICIPATE IN EMPLOYEE INTERVIEWS AND SELECTION, AS REQUESTED.

9. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES. DEVELOP AND SUBMIT REPORTS THAT SHOW: HEALTH AND SAFETY GROUP ACTIVITY AND LEADING AND LAGGING INDICATORS OF SAFETY PERFORMANCE.

10. PREPARE AND ADMINISTER THE TRAINING GROUP ASSIGNED BUDGET. SUBMIT BUDGET RECOMMENDATIONS. MONITOR EXPENDITURES.

### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL SAFETY GROUP OR SOCIETY MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF OCCUPATIONAL SAFETY.

2. PROVIDE TECHNICAL SUPPORT TO WATER AUTHORITY MANAGEMENT IN THE EVENT OF AN EMERGENCY OR INCREASED MEDIA ATTENTION.

3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS ASSIGNED.

### **PREFERRED KNOWLEDGE**

MAJOR ELEMENTS OF OCCUPATIONAL HEALTH AND SAFETY WITH EXPERT KNOWLEDGE IN SEVERAL AREAS PREFERRED.  
OSHA AND NIOSH STANDARDS.  
SOME FAMILIARITY WITH NON-GOVERNMENTAL STANDARDS LIKE THOSE PRODUCED BY THE NATIONAL FIRE PREVENTION ASSOCIATION OR THE US ARMY CORPS OF ENGINEERS.  
ADULT LEARNING TECHNIQUES AND INSTRUCTIONAL TECHNOLOGY NEEDED TO DEVELOP AND PROVIDE SAFETY TRAINING PROGRAMS.  
RECENT DEVELOPMENTS, CURRENT LITERATURE, AND INFORMATION RELATED TO ENVIRONMENTAL HEALTH, AND SAFETY.

### **PREFERRED SKILL/ABILITY**

SUPERVISE, ORGANIZE, AND REVIEW THE WORK OF SUBORDINATES.  
OPERATIONAL PROFICIENCY IN MICROSOFT WORD, EXCEL, POWERPOINT AND OTHER OFFICE AND INSTRUCTIONAL TECHNOLOGIES.  
PRIORITIZE THE GOALS AND OBJECTIVES FOR THE WATER AUTHORITY TO MAXIMIZE ACHIEVING A VIBRANT AND POSITIVE SAFETY CULTURE.  
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES.  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING.  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK, INCLUDING EMPLOYEES AT ALL LEVELS, ELECTED OFFICIALS AND THE GENERAL PUBLIC.

### **WORKING CONDITIONS**

OFFICE AND FIELD ENVIRONMENT; TRAVEL FROM SITE TO SITE. GENERAL WATER AND WASTEWATER FACILITY ENVIRONMENTS AND OPERATIONS.

### **PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: WALKING AND STANDING FOR PROLONGED PERIODS OF TIME. MAY OCCASIONALLY BE REQUIRED TO CLIMB STAIRWAYS AND LADDERS OR ENTER CONFINED SPACES.