

**OAKDALE IRRIGATION DISTRICT
JOB DESCRIPTION
SAFETY COORDINATOR**

Primary Function

Under general direction from the Support Services Manager, plans, organizes and coordinates implementation of safety, health and environmental safety programs to meet applicable regulations and compliance requirements; serves as liaison to OSHA and other federal and state regulatory agencies; advises managers on occupational health and safety compliance strategies; leads a team (Safety Committee) engaged in environmental health and safety program development for the district and performs related duties as assigned.

Distinguishing Characteristics

Safety Coordinator is responsible for planning and coordinating a variety of District occupational health and safety programs and activities to ensure compliance with federal and state law and regulations in a manner consistent with District strategies, goals and values. The incumbent serves as an expert technical resource on occupational health and safety issues and is the liaison and key point of contact with federal and state regulatory agencies. The incumbent leads the Safety Committee regarding the development, recommendation and implementation of environmental health and safety programs, awareness programs, and training activities as outlined in OID's IIPP. The incumbent is responsible for inspecting District facilities and operations and is authorized to report deficiencies, provide and implement hazard abatement measures that ensure worker safety. Incumbent responsible for responding to and overseeing the District's USA Notification Response Program. Work requires a high degree of interpersonal effectiveness to ensure program effectiveness in a decentralized environment.

Essential Duties and Responsibilities

1. Serves as a team leader in the development and implementation of programs and initiatives that advance safety in the workplace.
2. Provides leadership in the integration of environmental health and safety into District business processes and organizational performance standards while ensuring compliance with all applicable federal and state environmental compliance and safety regulations and requirements.
3. Participates in initiatives to build awareness and introduce culture change as it applies to environmental health and safety.

4. Oversees and coordinates the development and administration of assigned environmental health and safety program elements.
5. Serves as a technical information resource and provides guidance and coaching to Supervisors and Managers on their program responsibilities.
6. Serves as liaison and key point of contact with OSHA and other federal and state regulatory agencies and organizations as directed.
7. Represents the District to federal, state and local agencies on occupational health and safety issues.
8. Conducts special and periodic inspections of District facilities and operations to identify safety and environmental hazards; issues notices of hazards and required abatements.
9. Coordinates the maintenance of safety and related statistical data and ensures compliance of all required record keeping and reporting activities.
10. Advises management on occupational health and safety compliance issues and the development of strategies for District compliance.
11. Interprets applicable laws and statutes and their relevance to OI.D.
12. Advises managers, supervisors and employees on District safety policies and required activities, actions and personal safe work practice behaviors.
13. Coordinates the development of District and departmental operating procedures required to ensure conformance with compliance and reporting requirements.
14. Identifies proactive opportunities for improving occupational health and safety methods while also achieving department/group mission and objectives.
15. Oversees and coordinates development and administration of comprehensive safety programs, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials, USA notifications and environmental hazard abatement, to ensure compliance with all federal and state laws and regulations for employee occupational health and safety.
16. Develops and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries.
17. Monitors safety program compliance through review of accident reports, field visits and safety committee reports and makes recommendations or suggestions.

18. Oversees and may participate in evaluating employee accident and injury reports; recommends corrective actions, and follows up to ensure action is taken;
19. Responds to employee, supervisor and department manager questions regarding safe work practices and environmental hazards.
20. Oversees development and scheduling of required safety training programs for managers, supervisors and employees; coordinates and conducts safety meetings with departments and the Safety Committee.
21. Reviews proposed legislation and rules and provide comments/input on behalf of the District and the public's interest in the legislative process.
22. Participates in the on boarding of new employees and all relevant safety-training requirements.
23. Manages the Safety Committee and oversees their responsibilities as a workforce advocate for safety and safety compliance.

Marginal Duties and Responsibilities

1. Conducts internal training, including tailgate sessions, employee safety and occupational health and safety practices, and where applicable, issues notices on avoidance of hazards, compliance and reporting requirements.
2. May respond to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends; coordinates investigations as required and conducts follow up activities to provide risk management.
3. May respond to the scene of environmental incidents or accidents; prepares required documentation and reports; recommends corrective actions.
4. Oversees and advises on the development of specifications for the purchase of safety and safety-related equipment; may periodically check the operation or use of safety equipment to ensure conformance with District standards in use.
5. Maintains occupational health, safety, hazardous materials regulations, requirements, and other regulatory and industry reference materials.

Qualification Requirements

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- a) Applicable federal, state and local laws, regulations, guidelines and standards pertaining to employee health and safety and chemical and hazardous materials programs
- b) Principles and practices of employee safety and occupational health program administration, including methods and practices for conducting accident and work place safety audits and investigations
- c) District functions and operations and associated safety and chemical/hazardous materials issues and requirements
- d) Standard safety equipment used in public works occupations
- e) Research methods and analysis techniques
- f) Standard principles and practices of environmental compliance program administration
- g) Practices and methods for designing training programs and materials
- h) Principles and practices of sound business communications
- i) Basic principles and practices of team leadership and supervision

Ability to:

Plan, organize and coordinate occupational health and safety activities for a large irrigation district with a substantial construction and operations enterprise in the delivery of irrigation water.

Plan, organize and coordinate occupational health and safety activities for a large, complex water treatment, production and distribution system.

Analyze and make sound recommendations on complex issues regarding workplace health and safety and the use, storage and disposal of chemical and hazardous substances used in the District's operations.

Understand, interpret, explain and apply occupational health and safety law, regulations, policies and procedures applicable to assigned areas of responsibility; collaborate effectively with managers of other departments to gain agreement and cooperation in implementing decentralized program activities.

Provide effective team leadership, guidance and coaching; present proposals and recommendations clearly and logically in public meetings; present the District effectively with regulatory agencies; prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Exercise sound independent judgment within general policy guidelines; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations; establish and maintain effective working relationships with all levels of District management, representatives of federal and state regulatory agencies, representatives of other local agencies, consultants, vendors, employees and the public.

Physical Demands

Operates, in a sitting position, various office machines. Use of calculators, typewriters, and computers require sitting for prolonged periods of approximately 5 to 7 hours or more per day.

Use hands and fingers to grip and grasp and to manipulate books, instruments, and equipment used in the performance of duties. These functions are intermittently performed for brief to moderate periods ranging from 5 to 10 minutes or more for daily totals between 5 to 7 hours total.

Intermittently bends and carries for brief to moderate duration of 10 to 20 minutes or more.

Communicates orally with staff and customers in face-to-face and one-to-one settings. Uses a radio and a phone for communication with staff on an as-needed basis. Requires continuous use of normal to corrected normal hearing and vision.

Intermittent twisting, reaching, and bending. Frequently perform these functions while carrying equipment and materials ranging from 5 to 15 pounds. Distances traveled range from 10 to 100 feet. These functions are frequently performed in conjunction with the other mentioned motor movements, including intermittent neck motion/flexion ranging up to 10 minutes or more at each occurrence for about 30 minutes to 1 hour or more per day.

Work involves frequent and prolonged periods of typing and/or writing. Twisting of the wrists and elbows may be performed in conjunction with reaching, bending, lifting, grasping, and gripping. All such tasks are or may be repetitive in nature for periods of 30 to 40 minutes or more for 5 to 7 hours total.

Frequently uses knowledge and experience to make proper judgement decisions involving work processes and procedures.

Education and Experience Guidelines:

Any combination of education and work experience that assures success in the classification. A typical combination would be:

Experience:

Two (2) years of progressively responsible related work experience may substitute for up to one (1) year of the required education.

Experience with an irrigation district is desirable.

Education/Training:

Equivalent to completion of twelfth grade. Two (2) years college course work in occupational safety and health, industrial hygiene or related field with one (1) year of increasingly responsible work experience involving industrial safety principles, techniques, practices, and program development.

Necessary Special Requirements

Provide two acceptable forms of identification for proof of citizenship.

Possession of an appropriate California Driver's License, and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years in duration. The driving record will not contribute to an increase in the District's automobile insurance rates.

Pass a physical and chemical examination upon the offer of employment but prior to the time of hire.

The essential duties and other contents of this job description, and the responsibilities, duties, and requirements for acceptable performance have been explained to me and I understand them. I further understand that it is impossible to identify all the duties and expectations for the position and realize that my daily assignments may vary according to District needs.

Employee Signature

Date

Supervisor Signature

Date