

Central Marin Sanitation Agency  
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## **SAFETY DIRECTOR**

### **SUMMARY**

Under general direction from the General Manager, develops, coordinates, and implements a comprehensive occupational health and safety program for participating wastewater agencies in Marin County, and performs related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties may include but are not limited to the following:

- Develops and updates, and/or manages the development of site-specific safety programs, policies, and procedures and monitors implementation.
- Assists participating agencies maintain pertinent, well-organized safety files.
- Assists and leads participating agencies in the conduct of regular safety inspections. Each agency will have at least one inspection per year.
- Conducts safety audits and surveys to ensure compliance with occupational and environmental health and safety requirements.
- Establishes a central training materials resource library and manages the inventory and use of materials and equipment.
- Develops and maintains occupational and environmental safety employee training programs. Designs and develops training materials
- Meets quarterly with the manager of each participating agency to review the status of the agency's safety programs.
- Consults with and advises agency managers and supervisors environmental and occupational safety issues and training requirements.
- Advises and provides assistance in the management of hazardous materials.
- Keeps participating agencies informed on new or changes in safety regulations.
- Establishes and maintains accurate, current and complete safety and training records
- Maintains effective relationships with regulatory agencies and negotiates requirements when feasible.
- Coordinates employee respirator medical evaluations and fit tests, hearing tests, and ensures forklift, First Aid/CPR and other required certifications are current.
- Makes presentations to participating agency staff and elected representatives as needed.
- Plans and coordinates safety inspections, assessments, training, and policy improvements with safety consultants and other outside experts.
- Completes all assigned projects and activities in the annual safety director program workplan that is approved by the managers' committee.
- Performs other assignments and special projects as needed.

## **MANAGEMENT AND SUPERVISORY RESPONSIBILITIES**

This position has no direct supervisory responsibilities. The position is responsible for the management of safety and loss control related projects, and management of contractors, consultants and other service providers working for the cooperative safety program.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.S. or B.A.) in occupational environmental health and safety, industrial hygiene, safety management, safety engineering, or in a related field from an accredited college or university. Extensive experience and knowledge in occupational and environmental health and safety may be substituted for the educational requirements. A Master's Degree is desirable.

## **KNOWLEDGE**

Knowledge of principles and practices of program and project management, and environmental and occupational health and safety management. Knowledge of workplace accident prevention; accident investigation techniques; applicable workplace environmental and occupational health and safety laws and standards; and adult learning principles and instructional methods is highly desirable.

## **INTERPERSONAL & OTHER SKILLS**

Ability to interact with others at all levels (co-workers, supervisors, customers, and members of the public) in a professional manner; to accept constructive criticism from supervisors and peers, to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to establish and maintain effective working relationships; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex issues.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, procedure manuals, and training materials, and safety procedures and reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral,

diagram, or schedule form. Ability to effectively plan, organize, and execute work, and to manage multiple and concurrent projects.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. Failure to maintain these standards may result in loss of employment. Incident command System (ICS), HAZWOPER and other safety program training is desirable.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel and crouch. The employee must be able to lift and/or move up 10 pounds, to shoulder height. Specific vision ability required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

A medical evaluation will be given to determine physical fitness for the job.

#### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating. Occasionally, the safety director will be exposed to industrial equipment and construction related noise levels while performing inspections and facility/equipment assessments.

#### **SPECIAL REQUIREMENTS**

None

#### **RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

<b>Job Title:</b>	Safety Director
<b>Department:</b>	Administration
<b>Report to:</b>	General Manager
<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	March 2011