



Central Marin Sanitation Agency



*Announces an exciting
Employment opportunity for*

SAFETY DIRECTOR

Final Filing Date: April 5, 2010



Central Marin Sanitation Agency (CMSA) is pleased to announce a job opening for the position of Safety Director.

CMSA is a regional wastewater agency located in San Rafael that serves residents and businesses in central Marin County. The city of San Rafael is located in beautiful Marin County across the Golden Gate Bridge, and minutes from San Francisco, the Pacific Ocean and the San Francisco Bay. Marin's favorable climate is ideally suited for an endless array of outdoor activities and day trips to scenic locations such as the Napa/Sonoma wine country, the Point Reyes National Seashore and Muir Woods.

If you are in the mood for a change from San Rafael's small-town environment, downtown San Francisco is only a short drive away and offers all the cultural and culinary amenities of an urban center.

The Organizations

The Safety Director is a position that has been formed through a collaborative agreement between independent Marin County wastewater agencies: Central Marin Sanitation Agency (www.cmsa.us), Novato Sanitary District (www.novatosan.com), Sewerage Agency of Southern Marin (www.cityofmillvalley.org) and Sausalito-Marin City Sanitary District (www.smcsd.net). These agencies have a strong commitment to employee and workplace safety as well as a commitment to their communities and the environment. For specific information regarding each of these agencies please visit their respective websites.



The incumbent will receive general supervision from the General Manager of CMSA, the host agency through the agreement, but will be expected to interrelate effectively with General Managers and safety coordinators of the agencies in providing safety services and employee safety training.

The Position

The position will be responsible for administering, coordinating, and implementing a comprehensive safety and training program in the areas of occupational and environmental safety for each of the agencies noted above. The incumbent should have strong safety management and organization skills as well as the ability to communicate openly and effectively. Additionally, the individual hired will be expected to work independently, be a self starter, and serve as a strong advocate for safety.

The incumbent will have experience and skills to:

- Demonstrate a working knowledge of Federal, State, and local health and safety rules, regulations and related strategies.
- Conduct safety audits, inspections, and surveys to ensure compliance with occupational and environmental health and safety requirements.
- Consult with and advise agency managers and supervisors on safety policy and procedures as well as occupational and environmental safety issues.
- Develop and maintain employee training programs. Design and develop training materials.
- Develop, update, and/or manage site-specific safety programs, policies, procedures and monitor implementation.
- Establish and maintain accurate, current and complete safety and training records. Assist participating agencies with maintaining pertinent, well-organized safety files.
- Meet quarterly with the manager of each participating agency to review the status of the agency's safety programs.
- Perform other assignments and special projects as needed.

Education and 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.
- Candidates should possess four years of experience in a responsible charge of industrial safety programs and employee training.
- Extensive experience and knowledge in occupational and environmental health and safety may be considered for the educational requirements.
- Candidates who can demonstrate a successful history in the administration and implementation of an effective employee training program are highly desired.
- A Master's Degree is desirable.

Certificates, Licenses, Registrations

- Valid California Class C driver's license
- 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.

Compensation

The salary range for the Safety Director is \$85,260--\$103,644.

Benefits

- **Retirement Programs:** 2.7% at 55 in the Public Employee Retirement Systems (PERS). Agency pays full employee portion (8%).
- **Health Insurance:** Fully paid at the Kaiser family rate for employee and family. The agency annually funds a Medical After Retirement Account (MARA).
- **Dental & Vision Insurance:** Fully paid for employee and family.
- **Life Insurance:** Agency-paid \$100,000.
- **Vacation Leave:** 80 hours (1-3 years service), 120 hours (3-7 years service), 160 hours (7+ years)
- **Administrative Leave:** 40 hours accrued as additional vacation time off.
- **Sick Leave:** Accrued at 8 hours per month.
- **Holidays:** 13 paid holidays.
- **Safety Holidays:** Employees are awarded 8 additional hours of time off for each 6-month period during which no lost time claim report is filed with the compensation carrier and no on-the-job injury resulting in lost time is incurred.

Recruitment Procedures

Applications must be received by April 5, 2010

To apply, candidates must submit a fully completed and signed CMSA agency application and resume to Central Marin Sanitation Agency, Attn: Safety Recruitment Committee, 1301 Andersen Drive, San Rafael, CA 94901. A detailed job description and application form can be downloaded from the CMSA website: www.cmsa.us.

Selection Procedures:

After the final filing date of April 5, 2010, applications packets will be reviewed and all applicants will be screened based on the brochure and job description criteria to determine those who meet the minimum requirements for the position. Candidates who screen with the highest rankings will be included in the next step of the process. A committee of managers from the participating agencies will make the final decision regarding a candidate's eligibility, and applicants meeting the minimum requirements are not guaranteed advancement in the process.

Only applicants who make the next step of the process will be notified by telephone regarding further participation in the selection process. Applicants travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a post-job offer, pre-employment medical examination including drug test and a thorough background investigation.