

SILICON VALLEY CLEAN WATER
Job Description
October 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Health and Safety Director

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

The Health and Safety Director develops, administers, implements and enforces the safety, security, safety training, emergency preparedness, emergency response and environmental health programs in compliance with federal, state, and local safety, health and environmental regulations as well as industry standards; serves as the SVCW Safety Officer; assists in the administration of the risk management program; coordinates with project and personnel leadership to provide functional supervision on job sites or in work areas as needed for safety/regulatory related issues or work practices. The Health and Safety Director reports directly to the SVCW Assistant Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Health and Safety Director is a management position, with technical, administrative, and supervisory responsibilities. The position is responsible for ensuring SVCW compliance with safety and environmental regulations through the development, implementation, administration, and enforcement of SVCW programs, policies, and procedures. The essential duties listed below are not all-inclusive, and there may be other job-related duties that are necessary to perform in order to meet the expectations and responsibilities of the Health and Safety Director position:

- Maintains thorough and accurate working knowledge of applicable safety and environmental regulations. Monitors regulations and revises SVCW programs, policies, and procedures as necessary to maintain complete and total compliance as regulations change.
- Develops, implements, manages, and enforces programs, policies, and procedures as necessary for compliance with safety and environmental regulations.
- Develops, implements, and manages the Safety Training Program for SVCW staff. Ensures all required safety training is included in the program. Provides leadership and technical oversight to SVCW Division Directors. Develops training lesson plans and course objectives. Schedules training, monitors progress and ensures completion of training and training documentation. Maintains an effective safety training program through continuous improvement and collaboration with trainers.

- Inspects SVCW facilities observing operations and activities, investigating health and safety complaints and ensuring that SVCW is in compliance with Federal, State, and local Safety and Environmental regulations and industry standards. Recommends necessary action or procedural changes to correct areas not in compliance with regulations.
- Coordinates and consults with Directors, program/project managers and supervisors regarding health and safety issues in their respective areas, and notifies management staff regarding violation of safety regulations and codes.
- Coordinates with staff to ensure compliance with all environmental regulations regarding the handling and disposal of hazardous materials.
- Coordinates and enforces, with staff, the use of safety equipment to ensure all federal, state, local regulations are met and industry standards for safe work environment are followed.
- Serves as the management representative for the employee safety committee. Attend committee meetings and provide administrative support and oversight for the committee business activities.
- Completes all necessary documentation and reporting requirements. Maintains required records and administrative files.
- Develops and maintains SVCW's Emergency Action Plan, including Plan development and updates, providing training and drills as required, and coordinating with other agencies.
- Acts as Safety Officer during an emergency response or any major event where the Incident Command System is implemented.
- Serves as liaison with government regulators on safety and environmental compliance business, routine communication, tours and inspections, documentation and program administration.
- Assists with the administration of the occupational injured workers program, Workers' Compensation; compiles, analyzes and interprets accident, injury and lost time statistics and cost data reports.
- Sets the example for all SVCW employees for the highest level of compliance with safety standards, regulations, policies and requirements, and demonstrates explicit compliance with all workplace safety standards.
- Performs and directs accident analysis and prevention through performance of root cause analysis or other accepted industry standard investigative techniques.
- Administers the fiscal affairs of the Environmental Health and Safety Division including the preparation of the annual budget and control of expenditures.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Principles, practices and applicable equipment related to industrial safety and hygiene and hazardous waste management.
- Applicable federal, state, and local laws, codes and regulations and regulatory processes governing industrial wastewater, hazardous waste and facilities management.
- Standard occupational hazards, including accident analysis and prevention techniques.
- Recommendations related to wastewater treatment facilities security.
- Program & Project management.
- Management, supervisory, interpersonal, and training skills.
- Emergency preparedness, mitigation and response.
- Research methods, practices and report writing.
- Data collection and statistical analysis.
- Record keeping, file system principles and practices.
- Computer applications related to safety administration, word processing, spreadsheet, and database applications.

Ability to:

- Develop and implement an effective and compliant safety, hazard control and industrial hygiene program.
- Perform detailed, technical, safety, hazard and environmental assessment, and make effective recommendations for action and correction.
- Interpret, apply and explain applicable laws, codes, regulations and guidelines.
- Administer programs and projects effectively. Set priorities and to work on multiple projects effectively.
- Wear respiratory protection, confined space entry equipment, and other safety equipment.
- Be effective in training and providing safety programs for a variety of staff covering a wide spectrum of topic areas.
- Apply management level leadership; provide clear goals and direction to co-workers, management and subordinate workers.
- Understand and communicate technical and non-technical concepts effectively, both orally and in writing. Prepare clear and concise reports, policies, programs, training material, correspondence and other written materials.
- Establish and maintain effective work relationships utilizing conflict resolution and group process techniques. Create a work environment with a high level of teamwork, morale, and productivity. Work effectively as part of a multi-disciplinary team.
- Implement and realize continuous safety improvement in the SVCW workplace.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Five (5) years of experience in the areas of workplace safety, program administration and employee training, at least two years of which have involved direct administration of a comprehensive safety, industrial hygiene and accident prevention program, and;

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Industrial Hygiene, industrial engineering, safety engineering, occupational health, or a closely related field.

CERTIFICATION and LICENSING:

Must possess a valid Class C California driver's license and be insurable under SVCW's Driving Eligibility Standards.

Possession of a Cardiopulmonary Resuscitation and First Aid certificate is required within one year of employment.

Certification as a Certified Safety Professional (CSP) is highly desirable.

Certification as an Associate Risk Manager (ARM) is highly 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and required to stand, walk, stoop and crouch. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk and hear in English. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

The employee is frequently required to walk up and down stairs, to climb up and down ladders, and to enter process tanks via manways, hatches, and other limited means of ingress and egress. Employee will occasionally be required to enter permitted and non-permitted confined spaces. The employee will regularly be walking in and through construction zones. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to chemicals, fumes, and odors, works at heights, uses power tools, and works with and around machinery having moving parts.

The noise level in the work environment is usually moderate and occasionally extreme, requiring the use of hearing protection. The employee occasionally works evenings or on weekends. The work performed is in a standard office environment using a computer and walking through industrial facilities and construction sites.