

Public Works Safety Coordinator

SALARY: \$32.05 - \$42.96 Hourly
 \$1,282.12 - \$1,718.21 Weekly
 \$5,555.86 - \$7,445.57 Monthly
 \$66,670.32 - \$89,346.84 Annually

CLOSING DATE: 06/28/17 11:59 PM

TYPE OF RECRUITMENT: Open Competitive

Description

The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a PASSION for public service. Having the best employees provides the best service to the community.

Plans, organizes, coordinates, implements and tracks comprehensive environmental, health and safety (EHS) programs for Water Resources and other public works-related functions. Develops, maintains and administers the Water System Emergency Preparedness and Response plans, as well as the Emergency Preparedness Program.

Essential Functions Include But Are Not Limited To

Serves as the Public Works "Safety Champion" in spearheading and maintaining construction site, field, and office safety practices. Actively engages all field operation employees, in addition to leadership and supervisors, in promoting, recognizing and developing a safe work environment supported by individual accountability. Coordinates with the Risk Manager and assists with the implementation of the Water Resources safety strategy in order to create a safety culture. Assists with the development and implementation of safety policies and procedures. Conducts monthly meetings for Public Works field operations to discuss accident prevention methods, reported deficiencies or concerns, injury records, and training ideas. Performs routine inspections of selected work areas or practices and facilities to identify conditions not in compliance and participates in the development of a strategy to meet regulatory requirements and makes recommendations for changes which will enhance safe work practices and work sites. Conducts safety and environmental inspections, including water and wastewater facilities, and determines corrective action in facility safety deficiencies, or environmental compliance, and makes recommendations to appropriate management. Prepares summary incident reports of accidents for each division and shares them with staff as a learning tool. Makes recommendations for safety rules or practices to improve current standards. Prepares a schedule of training and safety events and provides initial safety training to all new field operation employees, and additional safety training as needed to existing staff. Maintains, implements, and ensures compliance with assigned facilities' or job sites' EHS programs through monitoring and regular auditing of facilities and job sites. Identifies and takes appropriate action in response to safety and environmental issues.

Facilitates permit renewals and/or updates and posts at affected sites. Schedules, oversees, and critiques assigned facilities' emergency response drills and maintains assigned facilities or job sites emergency response equipment. Collects, compiles, reviews, summarizes and presents safety and environmental data to appropriate management and regulatory agencies. Ensures proper follow-through on reportable incidents and chemical spills. Provides EHS on-the-job training and facility employee training and monitors compliance with class enrollment and programs. Provides technical review on projects and engineering designs with respect to EHS compliance. Oversees and participates in compliance activities at the assigned facilities. Coordinates a variety of safety programs including, but not limited to, Injury and Illness Prevention Program, Respiratory Protection, Confined Spaces, Bloodborne Pathogens and Hearing Conservation. May serve as incident commander or emergency coordinator in the event of chemical emergencies or spills and serves as liaison to outside agencies when assigned. Collaborates with department and City safety personnel in the performance of their assigned duties. Acts as lead for specific departmental and interdepartmental safety and environmental compliance teams. Also serves as a member of the City's Safety Committee and represents the Water Division at the City's Emergency Operations Center (EOC). Researches, develops, maintains and administers the Water Division's Emergency Preparedness Program (EPP). Represents the Water Division at the Water Emergency Response Organization of Orange County (WEROC) and at the Metropolitan Water District of Southern California Member Agency Emergency Response System (MARS). Serves as liaison at the City Emergency Response Team. Coordinates water system vulnerability assessments, communication plan, and mutual aid agreements with other water entities. Coordinates staff Emergency Response related training and drills. Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity. Provides input for the safety operating budgets. Performs other functions as assigned.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a self-starter and project competition oriented individual with great people skills. Employee must be able to establish and maintain effective working relationships with and elicit cooperation and support of employees, other agencies. Employee must be able to work independently in completing assigned tasks and in maintaining records and other documentation accurately and legibly.

Minimum Qualifications

Bachelor's Degree in public or business administration, organizational management, risk management, safety management, industrial engineering, safety engineering, occupational health, or related field. Three years of increasingly complex and responsible experience in the areas of workplace safety, employee training, administration of a safety/accident prevention program and/or utility emergency preparedness.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State regulation relating to workplace safety and working knowledge in developing of Emergency Response Plans relating to water and wastewater emergencies.

Ability to: Develop plans inline of laws and regulations pertaining to workers safety and emergency preparedness.

Skill in: conducting presentations and provide training on various field safety topics and tracking and reporting of compliance status to regulatory agencies.

SPECIAL MINIMUM REQUIREMENTS

Must possess a valid California Class "C" driver license with a good driving record.

Must gain and retain certification in CPR and First Aid within one year of employment.

Must possess the ability to lift, carry push and pull materials and objects weighting up to 40 pounds.

Must be able to wear respiratory protection devices of all kinds (e.g., air purifying masks, Self-Contained Breathing Apparatus (SCBA) and Supplied Air (SA)), fall protection full-body harnesses and other safety required Personal Protection Equipment (PPE).

HIGHLY DESIRABLE

Water Distribution certification issued by the California Water Resources Control Board is highly desirable.

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

SPECIAL WORKING CONDITIONS

Must be able to perform safety-related inspections and worker safety assurance and attend emergency response activities relating to water and sewer systems. Field conditions may include the exposure to high noise levels, weather related temperature variations, dust, high traffic and hazardous material. To perform the duties of this position incumbents will be expected to perform various physical activities including standing, climbing, walking, lifting, bending, pulling, pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

Selection Process

All applicants are required to complete and submit a City application form and a Supplemental Application Form (SAF) online. Resumes or faxed copies will not be accepted in lieu of the City online application and SAF. For additional job information, job application, and SAF, please visit www.santa-ana.org/jobs.

Applications and SAFs will be reviewed by the Personnel Services Department. Those applicants possessing the most pertinent qualifications will be invited to continue in the selection process, which will include:

Oral Interview Examination: (Weight of 100%) which will evaluate the candidates' experience, training, education, and abilities in relation to those factors which are essential for successful performance on the job. Candidates need a minimum passing score of 70% in order to be placed on the eligible list.