

UTILITY COMPLIANCE AND SAFETY COORDINATOR

DEFINITION

To develop, plan, organize, coordinate, implement and monitor the safety and job-related training programs/operations within the Utility & Public Works Departments; to provide expertise in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility. This position is distinguished from the position and role of the City's safety officer, which has responsibility for the overall safety program of the City. The Utility Compliance and Safety Coordinator is only responsible for the safety and industrial training programs of the Utility and Public Works Departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Electric Operations Superintendent.

Provide technical direction to Utility and Public Works Departments staff in the area of regulatory compliance and safety requirements.

Assist superintendents and supervisors with staff training, job site safety audits, and provide input for staff evaluations as they relate to safety and work procedures.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for coordinating and monitoring safety and training; implement policies and procedures.

In coordination with Utility and Public Works Departments' management staff, develop and implement a safety and training program to meet applicable Federal, State, County, and City of Healdsburg regulations, ordinances, plans and policies.

Compile and evaluate relevant utility accident data, safety regulatory requirements, job content requirements and perform regular site visits to observe field crews and office workers to determine appropriate related training; stay informed of policies, guidelines, and regulations relating to environmental issues.

Assist and provide guidance in the planning and implementation of regulatory compliance and safety programs, (e.g., Code of Federal Regulations California Code of Regulations, Labor Code, applicable CPUC General Orders, and utility related Injury

and Illness Prevention Plan, Fed OSHA) involving compliance, health, and safety for the City's Utility and Public Works Departments.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare reports on various operations and activities. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for necessary materials and supplies; monitor and control expenditure.

Maintain records of findings and corrective actions, safety and compliance trainings, and prepare periodic reports.

Coordinate safety training activities in response to management direction and regulatory compliance requirements; arrange for appropriate training to meet identified needs.

Conduct training and/or arrange for outside vendors/consultants; schedule training and document attendance and maintain related records in a training database; perform or participate in safety inspections.

Assist Superintendents and Supervisors in the tracking and maintaining of Utility and Public Works staff's regulatory certifications and licensure with the State Water Resources Control Board, California Water Environmental Association, American Water Works Association, and other utility centric agencies.

Act as the primary resource person for coordinating matters pertaining to inspection, accident/injury investigations, personnel safety training, reports, and technical advisement.

Establish methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.

Communicate with employees about safety and health matters and to encourage feedback on safety concerns from them.

Consult directly with supervisor to interpret and assist in compliance with institutional policies and procedures.

Review reliability and unscheduled power outages; determine if safety practices and/or training issues were involved and make appropriate recommendations on reliability standards and policies and procedures; maintain reliability records and report reliability indices to outside agencies as needed.

Coordinate the Utility, Public Works, and Parks Departments field operations safety activities; and prepare safety information for dissemination to field employees.

Act as a representative for the City's compliance and safety programs on various

committees, outside organizations, and at staff subcommittees as necessary; coordinate compliance and safety requirements of the Water, Wastewater, and Electric divisions.

Answer questions and provide information to the public; investigate compliance or safety related complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of electric, water, and wastewater utility related compliance, work safety, training, and applicable licensing requirements.

Principles and practices of curriculum development and adult learning theory.

Equipment, tools, and materials used in safety training and utility work. Principles and practices of budget monitoring.

Pertinent local, State, and Federal laws, ordinances and rules.

Ability to:

Organize, implement, and direct safety and job-related training program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk, stand, kneel, climb, and bend while conducting training or inspecting field sites; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and explain pertinent regulatory requirements, safety requirements, and utility department policies and procedures.

Prepare and make effective training presentations, both formally and informally. Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Acquire trainer certifications for specialized and reoccurring training as appropriate.

Use sound judgment in recognizing scope of authority.

Ability to research and work independently in an effort to continually improve the City's compliance with safety and regulatory requirements.

Operate and use modern office equipment including computers and applicable software and have high proficiency with windows-based word processing, spreadsheet, web browser and presentation programs.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner. Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in regulatory compliance, worker safety and training, with direct experience related to electric, water, and wastewater utilities. Direct experience related to the development and management of occupational safety and health programs of utility and/or Public Works field staff is desirable.

Training:

Associate degree from an accredited college with major coursework in occupational health and safety, industrial hygiene, industrial engineering, or a closely related field is required. A bachelor's degree from an accredited college or university with major course work in occupational health and safety, industrial hygiene, industrial engineering, or a closely related field is highly desirable

License and Certificate

Possession of, or ability to obtain, a valid California class C driver's license.