



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> HEALTH AND SAFETY MANAGER (LEVEL 16)	
<b>DEPARTMENT:</b> ENGINEERING	<b>SUPERVISOR:</b> GENERAL MANAGER OR DESIGNEE
<b>FLSA STATUS:</b> EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 5306	<b>REVISION DATE:</b> 2019-09-27
<b>REPRESENTED BY:</b> NON-REPRESENTED	<b>REVIEW DATE:</b>

## **JOB SUMMARY:**

Subject to the policies established by the Board of Commissioners and direction of the General Manager, is responsible for developing, coordinating, and directing the health and safety related programs for the District on a daily basis, ensuring that all department work goals and objectives are accomplished in accordance with District safety standards and pursuant to local, state, and federal regulations. Assists department managers in safety training, evaluating work related hazards, and applying safe work practices.

Work is generally performed with little or no supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Works with the General Manager to develop the goals, objectives, plans and programs necessary to manage the District's health and safety programs.
- Works with the General Manager and other department managers to ensure District policies, programs, and improvement projects are carried out effectively and efficiently.
- Responsible for the development, updating, and execution of the District's overall health and safety program, including safety budget development and control over expenditures. Program areas include but are not limited to; Hazardous Materials, Confined Space Entry, Trench Work, Fall Protection, Electrical Hazards, Lock out/Tag Out, Respirator Protection, Eye/Hearing Protection, Blood-borne Pathogens, Tools and Equipment, Vehicle Safety, and other general safety programs.
- Coordinates contracted services with independent contractors, consultants, equipment manufacturers and other external private or public entities to develop and maintain the District's health and safety related programs and equipment.
- Maintains current knowledge of state and federal regulations pertaining to health and safety and manages the implementation of necessary changes to District policies, procedures, and standards.
- Oversees the establishment of health and safety performance measures for work groups.

- Establishes and maintains routine reports to ensure accountability and optimal performances for all assigned functions.
- Interacts on behalf of the District with local, state, and federal health and safety regulators, public organizations, and citizens, or commissions as necessary or required.
- Ensures safety programs are carried out by each section within the departments.
- Provides or coordinates staff training as needed to support department activities.
- Consults with safety consultants, engineers, and manufacturers concerning the safe operation and maintenance of equipment.
- Regularly evaluates practices, procedures, and facilities, to assess risk and adherence to applicable safety requirements across all departments.
- Participates in problem solving in conjunction with system operations and maintenance processes.
- Manages the District's incident reporting system; including investigating accidents or incidents to discover root cause and handling worker compensation claims. Where appropriate, develops recommendations for improvements or new prevention measures.
- Coordinates and administers the District's Drug and Alcohol Program for CDL drivers as required by regulations; including maintaining required documentation and records and overseeing the random testing pool process.
- Directs and coordinates the District's Safety Committee meetings, Accident Review Board meetings, and Safety Incentive program.
- Prepares and submits OSHA compliance reports.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- As directed by the General Manager, performs District-wide administrative functions.
- Coordinates and participates in emergency management activities.
- May attend and makes presentations at Board of Commissioners meetings and other meetings throughout the community, as needed.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited four-year college, preferably in the field of health and safety.
- Must have a minimum of three (3) years of safety management experience, including specialized course work in occupational health and safety. Most desirable experience with public wastewater and water systems, or related systems.
- Certified Safety Professional (CSP) desired, but not required.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Understanding and working knowledge of current Washington Industrial Safety and Health Act (WISHA) and/or Occupational Safety and Health Administration (OSHA) regulations.
- Ability to train District staff on health and safety related subjects and/or procedures and make effective presentations at public meetings.
- Ability to develop and write clear and accurate technical reports and procedures.
- Analytical skills to assess trends and develop strategies for action.
- Proactive problem solving skills and the ability to enhance creative talents of others.
- Excellent oral, written, analytical, and persuasive skills to interact positively and effectively with all levels of employees and management.

**GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.

- Demonstrate excellent written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

**MANAGERIAL REQUIREMENTS:**

- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.
- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.

**SPECIAL REQUIREMENTS:**

- Must have a valid WA State Driver's license.

**WORK ENVIRONMENT:**

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Work will regularly require field and facility inspections.
- Requires attendance at meetings or public hearings in the District offices or off-site. Some meetings are held during the evenings.

**MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- General Office Equipment (computer, copier, fax, phone, etc).
- General Office Software (Windows, Outlook, Word, Excel, PowerPoint, etc).
- Personal Protective equipment (PPE's) comprised of all PPE's associated with chemicals, confined spaces, and atmospheric conditions common in the work place. Level of PPE protection will be determined by District and safety guidelines.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	O		
Walking	O		
Driving	F		
Lifting: 25 lbs.	O		
Carrying: 25 lbs.	O		
Push/Pull: 25 lbs.	O		
Climbing Stairs/Ladders	O		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	O	50% Pinch Grasp	50% Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking			
Hearing	C	90% Indoors	10% Outdoors
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.