

VALLEY CENTER MUNICIPAL WATER DISTRICT
SAFETY AND REGULATORY COMPLIANCE OFFICER

DEFINITION

Under general direction of the Director of Operations/Facilities, and under the supervision of the Special Projects and Compliance Manager incumbent assists in the development, implementation and administration of various programs, policies and procedures of the District which promote safe and healthy working conditions, regulatory compliance, emergency management and facility security programs.

CLASS CHARACTERISTICS

This is a single incumbent, non-supervisory class and assists in the development, implementation and administration of various programs required for employee safety, training and development, emergency management, facility security, regulatory compliance with various control, monitoring and reporting requirements in compliance with applicable federal and state laws and county ordinances, assisting with risk management functions and worker's compensation program.

Incumbents must be able to respond to emergencies as deemed necessary by the District, and may be required to work in wastewater facilities to include treatment, collection, distribution and reclamation.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Assists in the planning, developing, reviewing and administration of policies, procedures, reports, compliance programs and operations designed to monitor and ensure agency compliance with all health and safety related regulations, as well as all water quality, wastewater discharge permit, hazardous materials/waste management, and safety requirements implemented by federal, state and county agencies. May communicate with regulatory agencies and act as a liaison with all agencies involved.

Monitors changes in applicable federal and state laws and county ordinances and conducts necessary amendments to associated District policies, practices, procedures, and programs to ensure sustained compliance with all applicable laws and regulations governing District operations; keeps abreast of safety related laws and requirements. May attend hearings, meetings, and serve on technical committees as a District representative.

Performs professional level safety and risk control activities; including developing, coordinating, implementing and maintaining comprehensive safety and occupational health programs and reports designed to protect employee safety and the public and makes recommendations of changes and corrective measures.

Conducts special and periodic inspections and reports of District facilities, structures and projects to identify safety and environmental hazards; follows up on hazard abatement.

Administers District safety training programs; designs, coordinates and presents safety training presentations; participates in the selection of vendors to provide safety training programs for managers, supervisors and employees; conducts safety meetings with managers, supervisors and employees.

May assist with workers compensation claims and OSHA reporting log.

Assists in the review, administration, and processes liability and property loss claims against the District and advises the District on risk management issues.

Assists in the development, coordination, overseeing, evaluation and monitoring security related issues, programs and practices including working with management staff to develop security protocols, regulations and procedures; keeps updated on water industry related security regulations, programs and practices; develops and maintains interagency security coordination and communication with police, sheriff, fire, FBI and DHS. Assists with the development of various physical security programs for District facilities, including, but not limited to locking system, intrusion alarms and fire alarms.

Confers and coordinates with fire agency staff regarding hazardous materials and fire safety issues; confers and coordinates with law enforcement agencies on related activities such as District trespassing, illegal dumping, vandalism, break-ins and water thefts.

Administers and processes the District's Safety Shoe and Safety Eyewear programs.

Operates a variety of office equipment.

Observes safe work practices and safety methods.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: All federal and state laws, as well as county/city ordinances and codes governing water, wastewater, and laboratory operations of the District; principles and methods of enforcing various codes and regulations related to water, wastewater, and laboratory operations; principles and methods of investigation utilized in field inspections; principles and practices of industrial safety; safety inspection techniques; using computers and related software applications; knowledgeable in industrial hygiene, electrical safety, PPE, confined spaces, ergonomics, hazardous material management, hazardous analysis; OSHA and CAL-OSHA rules, requirements, reviews and audits, and other federal, state and local laws and regulations related to operational safety issues; principles in disaster preparedness, emergency response, vulnerability assessment, security protocols, worker's compensation, return to work and standard instructional methods and techniques related to job skill and safety training.

Ability to: Develop, implement, administer and monitor a comprehensive program to ensure District compliance with all applicable federal, state and local laws, ordinances and regulations; prepare, organize and maintain inspection field data, reports and systems; analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; comprehend and articulate complex facts and relationships in detail; develop reports and analysis; summarize and write clearly, concisely and legibly; plan, organize and coordinate safety and training programs related to water and wastewater operations and activities; evaluate technical safety problems and recommend appropriate courses of action; handle stressful situations and effectively deal with difficult or angry people; communicate clearly and concisely, both orally and in writing, to staff; analyze complex issues and make recommendations for action by management staff; and, establish and maintain effective and cooperative relationships with all district employees.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to an Associate's degree from an accredited college or University in Industrial Safety, or a related field.

Experience: A minimum of three years of related safety experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience in water and/or wastewater utility is desirable.

Licenses and Certifications: California Class C Driver's License; State Water Resources Control Board (SWRCB) Water Distribution Operator's Certificate, Grade D2, or ability to obtain within two years; Certified Occupational Safety Specialist (COSS) is desired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk and hear; use hands and fingers to grasp and feel or operate objects, tools, or controls; and, reach with hands and arms. The incumbent is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

Work Environment: Outdoor work is required in the inspection of various field facilities and practices. While performing the duties of this job, the incumbent is periodically exposed to outside weather conditions. The incumbent is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level ranges from low to very loud.

POSITION DESCRIPTION APPROVED:



General Manager



Date