

**VICTOR VALLEY WASTEWATER
RECLAMATION AUTHORITY
JOB DESCRIPTION**

Effective Date: 07/01/05

**TITLE: ENVIRONMENTAL HEALTH SAFETY/RISK TRAINING
SPECIALIST**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Responsible for directing the development and implementation of risk management, loss prevention, safety and regulatory compliance programs including developing and implementing reporting/inspection procedures. Ensures compliance with all federal, state, and local regulations and standards involving safety, environmental management, chemical control, and industrial hygiene. Coordinates and oversees activities in support of the safety and emergency response needs of the Agency including regulatory interpretation and technical support to Agency personnel; and performs a variety of administrative and technical tasks relative to assigned area of responsibility. Reviews and analyzes data and devises risk minimization programs. Strong interpersonal communication, persuasion, and creative problem solving skills are required. Reports to Director of Human Resources.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides leadership and direction in all areas of risk assessment, loss control, regulatory compliance and safety program including strategic planning and agency wide collaboration.
2. Establishes and implements short- and long- range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
3. Assist with the preparation and presentation of program recommendations to the Board for approval; policy and procedure development, implementation.
4. Plans and develops strategies for comprehensive risk management program that includes appropriate performance records of all risk management programs.
5. Coordinates OSHA and other required training programs targeted to reduce employee injuries and lost work time.
6. Review the purchase of hazardous material; determine potential impact on employee health; determine hazardous waste generated from new materials; determine appropriate disposal methods; identify, collect, package and prepare hazardous waste for shipment to appropriate facilities; track shipments.
7. Obtain resources to effectively respond to an emergency or disaster; in the event of an emergency, work with incident commander to mitigate releases and spills.
8. Investigate accidents or incidents; provide corrective action plans to appropriate personnel.
9. Represent the Agency with outside agencies and regulatory entities.
10. Conduct various audits and inspections; identify unsafe conditions; assess Agency compliance with applicable laws and regulations; analyze data to identify trends; prepare reports; define control measures; monitor corrective action plans; recommend process improvements and policy and procedural changes.

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11. Conduct industrial hygiene evaluations for noise, ergonomics, chemical exposures, illumination, and other physical and chemical hazards.
12. Complete and maintain required safety and emergency response documentation and records; compile data; prepare reports.
13. Maintain grooming standards to properly fit SCBA.
14. Maintain awareness of new developments in the field of safety and emergency response; incorporate new developments as appropriate; attend training as necessary.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of safety and emergency response programs.
Principles and practices of safety, industrial hygiene, environmental engineering, and emergency response.
Rules, regulations, policies and procedures governing workplace safety including OSHA/Cal-OSHA standards.
Occupational hazards and standard safety practices.
Uses, operating characteristics and limitations of safety equipment.

Ability to:

Communicate technical information to non-technical personnel.
Understand the organization, operation, and services of the Agency and of outside agencies as necessary to assume assigned responsibilities.
Define and evaluate problems, collect data, draw conclusions.
Write reports and implement corrective actions.
Influence and build relationships within the organization.
Be a persuasive communicator in one-on-one, small or large group settings.
Interpret and apply administrative and departmental policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Assess safety training needs and develop appropriate programs.
Use and operate self contained breathing apparatus (SCBA).
Monitor and evaluate the effectiveness of safety programs.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
Establish and maintain effective working relationships with those contacted in the course of work.
Be willing and able to carry cell phone at all times while on duty.
Work regular full-time hours corresponding to one of the approved VVWRA alternate work schedules

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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

Must possess a minimum of a BS degree in safety, industrial hygiene or hard science and possess and maintain in good standing a valid State of California Class C Driver's License. Five to seven years of experience in the field of environmental, health and safety including sub-contractor safety management.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting with moderate noise level.

Physical: Incumbents require sufficient physical ability to stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; to operate assigned equipment and vehicles including SCBA. Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.