SOUTH COAST WATER DISTRICT  
ENVIRONMENTAL HEALTH AND SAFETY MANAGER

DEFINITION

Under minimal supervision, develops, administers, implements and enforces the safety programs and training, security, health and safety, environmental compliance, emergency preparedness and emergency response programs in compliance with federal, state, and local safety and health regulations as well as industry standards; serves as the Safety Officer; assists in the administration of the risk management program; coordinates with project and personnel leadership to provide functional supervision on job sites or in work areas as needed for safety and regulatory related issues or work practices. Maintains core emergency preparation and response programs; plans, organizes, oversees, coordinates and reviews the work of staff performing complex professional, technical work related to all health, safety, regulatory compliance and emergency programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction regarding day-to-day activities from the Director of Operations. Reports to the General Manager to assure program completeness and overall quality. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a mid-management classification requiring the exercise of independent judgment in interpreting and applying occupational safety and health training regulations. Requires a thorough understanding of the District’s Illness Injury Prevention Program (IIPP) and Cal OSHA rules and regulations. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the General Manager in these areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Director of Operations in that the latter has overall responsibility for all functions of the Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

*Duties may include, but are not limited to, the following:*

- Develops, administers, implements and enforces the programs for health and safety and training, environmental compliance, and security in compliance with federal, state, and local safety and health regulations as well as industry standards.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of health and safety programs; identifies opportunities for improvement and recommends program level changes to the General Manager.
- Plans, manages and oversees the daily work for the assigned division; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and reviews staff reports related to Division activities and services; presents reports to the General Manager, Board of Directors and other commissions, committees and boards.
- Manages and participates in the development and administration of the Division budget; monitors and controls budget expenditures.
- Oversees the coordination of the District’s safety inspection, training, and awareness programs; ensures that the District is in compliance with all certification, safety, and training regulations and
laws.

- Oversees the development, implementation, and maintenance of core emergency preparation and response programs; ensures emergency assets are ready to effectively respond to any major emergency.
- Develops, conducts and coordinates emergency response exercises; develops and implements improvement plans as approved by management. Provides training for emergency response staff.
- Oversees the maintenance of the Emergency Operations Center, Member Agency Response System and other emergency assets, equipment, and supplies as directed. Ensures communication systems and protocols are tested, maintained and ready for response.
- Oversees the planning and coordination for unforeseen circumstances that could jeopardize continuation of District services, property damage, public health risks and agency security.
- Seeks continuous learning opportunities in the environmental, health and safety sectors; remains current with new and changing regulations and assures timely implementation.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations pertaining to the various functional areas of assignment; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Manages numerous areas of safety training and recordkeeping in addition to compliance monitoring and review.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Environmental permitting as it relates to water and sewer operations.
- Current health, safety and environmental laws as they relate to public entities in the State of California including EPA Title 40 CFR, CALEPA-Title 22 CCR, Title 27 CCR, CWA, NPDES, SWRCB, CALARP, CARB, SCQMD, RCRA, NFPA and other associated regulations.
- Current emergency management authorities, regulations/requirements, principles, methodologies and protocols.
- Risk assessment methodologies and applications, logistics, and mutual aid systems; leadership techniques under crisis conditions; trends and emerging technologies of emergency management.
- Applicable Federal, State, and local laws, codes and regulations concerning the operation of the assigned area.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.
- Development of risk management and safety programs and policies.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Comprehend and understand complex rules and regulations.
- Manage and monitor complex projects, on-time and within budget.
Understanding techniques used to compile data and manipulate it into spreadsheets and databases.

Plan, organize, schedule, assign, review and evaluate the work of staff; train staff in work procedures.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Develop training and present safety and risk management program.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Read, analyze and interpret safety documents, loss runs, accident reports, and other information.

Analyze, interpret, summarize and present administrative and technical information and data in an effective presentation to management, Boards, staff and the public.

Consult with outside agencies regarding the District’s safety and risk management programs.

Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations and ordinances.

Conduct on-site risk/safety assessments and write reports.

Respond to emergencies during and after work hours consistent with Incident Command System (ICS), Standardized Emergency Management System (SEMS) and National Incident Management Systems (NIMS).

Conduct accident investigations.

Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.

Establish and maintain a variety of filing, recordkeeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone and in writing with the public, vendors, contractors and District staff.

Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

Effectively represent the District in contacts with governmental agencies, community groups and various businesses, professional, educational, regulatory and legislative organizations.

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

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Education and Experience:**

Equivalent to Bachelor’s degree from an accredited college or university in chemical engineering or four year degree with major coursework in industrial hygiene, industrial engineering, safety engineering, occupational health or a closely related field.

Five (5) years of increasingly responsible experience in the areas of workplace safety, program administration and employee training, regulatory compliance and/or emergency preparedness and response, or a related field.

**License or Certificate:**

Possession of an appropriate California driver license issued by the Department of Motor Vehicles. Possession and maintenance of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Hazardous Materials Manager (CHMM) preferred. Certification in water or wastewater industry desirable.
PHYSICAL DEMANDS

- Climbs ladders, stairs, ramps; stoops, kneels, crouches, and reaches when making on-site physical risk management inspections of District’s facilities.
- Stands and moves about District’s facilities when making on-site physical risk management inspections.
- Works outside when making on-site physical risk management inspections of District’s facilities.
- Lifts and moves objects up to 50 pounds such as large binders, books, small office equipment and supplies.
- Communicates orally with District employees, co-workers, and public in face-to-face, one-to-one setting; by telephone; and in group setting (gives instructions and information, and responds to questions).
- Uses office equipment, such as computer terminals, telephones, copiers, and fax machines.
- Utilizes hearing and vision within normal ranges with or without correction.
- Sits for extended periods of time.

ENVIRONMENTAL ELEMENTS

Employees usually work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. On occasion employees will be walking in and through construction zones, industrial sites, climbs up and down stairs and ladders, and enters tanks via manways, hatches and other limited means of ingress and egress. The employee may be exposed to chemicals, fumes, and odors, works at heights, uses power tools, and works with and around machinery having moving parts.

- Exposure to the sun: Sometimes works outside a building in sunlight.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Occasionally works in manual labor in temperatures between 80 – 90 degrees.
- Humidity: Occasionally works in areas with high humidity.
- Wetness: Occasionally works around water getting part or all of the body and/or clothing wet.
- Noise: Occasionally near to loud sounds.
- Slippery surfaces: Occasionally works on slippery surfaces.
- Oil: Occasionally comes into contact with oil or grease.
- Dust: Works in or around areas with minor amounts of dust.

WORKING CONDITIONS

Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.