SAFETY/TRAINING/EOC COORDINATOR-CSD

DEFINITION

Under general supervision, coordinates the safety program within the Community Services Department, Operations Division. Plans, coordinates, conducts, and monitors safety training programs to ensure compliance with OSHA standards and all other applicable regulations. Monitors safety program compliance in conjunction with Risk Management and Washoe County staff and recommends action as necessary. Serves as the Community Services Department liaison to the Emergency Operations Center (EOC). Provides safety information and assistance to staff and general public; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time work experience in the field of construction safety to include confined space entry, lock out/tag-out, worksite inspection, accident investigation, employee safety training and experience working in an environment that is familiar with emergency operations OR equivalent combination of training and experience. See license section for additional requirements.

LICENSE OR CERTIFICATE

OSHA 10 hour certification is required at the time of appointment and OSHA 30 hour certification must be obtained within six months of appointment.
CPR & Basic First Aid (Instructor Level) must be obtained within six months of appointment.
ICS 100, 200, 300 and 700 must be obtained within one year of appointment.
A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES  (The following is used as a partial description and is not restrictive as to duties required.)

Coordinate with Risk Management and County staff to develop and oversee the safety program within the Community Services Department.

Plan, coordinate and conduct safety training programs for employees within the Community Services Department to ensure compliance with OSHA standards and all other applicable regulations.

Coordinate and monitor environmental permitting and compliance, including hazardous materials, MSDS, storing and handling chemicals.

Monitor the effectiveness of safety training programs, identify additional training programs that may be needed and make appropriate recommendations; OSHA, pesticide application, and others.

Conduct a variety of worksite safety inspections to monitor and ensure compliance with the safety program, OSHA standards and all other applicable regulations.
Investigate, document, report and follow up on safety program violations and accidents. Initiate on the spot and long term corrective action to prevent the reoccurrence of a violation or to correct an area of concern.

Serve as the Community Services Department liaison to the Emergency Operations Center (EOC) to foster ongoing training initiatives, develop operational planning and coordinate response efforts in the event of an emergency.

Coordinate mandatory policy training such as DOT Driver’s Training, CPR, DOT drug/alcohol training.

Coordinate the Commercial Driver’s License DOT regulations for random, pre-employment, and follow up drug screens.

Provide documentation to Risk Management on the department’s injury, incident, and Worker’s Compensation claims.

Monitor light duty assignments within the Community Services Department.

Ensures Community Services Department staff performs duties and responsibilities in a safe manner.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Operations, policies and procedures of the Community Services Department.

Computer software specific to the Community Services Department.

**Ability to:**
Perform the full scope of safety program administration with minimal supervision.

Promote and enforce the established safety program

Understand the organization and operation of the County as necessary to assume assigned responsibilities within the Community Services Department.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Standard safety practices, processes, tools, equipment and materials related to construction trades.

Principles and techniques used in the administration of a comprehensive safety program.

Investigative techniques used to conduct worksite inspections and investigate work related accidents.

Emergency operations principles and practices.

Training methods, resources and instructional tools needed to maintain an effective safety training program.

Pertinent local, state, and federal laws, statues, codes, and regulations, including OSHA standards and hazardous materials.
**Ability to:**
Plan, coordinate and direct the operation of the safety program within the Community Services Department.

Analyze Community Services Department operations, equipment, tasks, and procedures, to record accurate data and prepare reports.

Plan, design, implement, and evaluate safety training classes.

Prioritize and coordinate safety trainings for employees.

Prepare training materials and reference manuals.

Prepare and perform effective presentations.

Operate safety equipment.

Use computer software programs to analyze data, prepare reports, and compose documents.

Coordinate and comply with environmental permitting.

Recognize training needs and select appropriate training methods and materials.

Develop and implement recommendations for safe workplace procedures.

Multi-task, prioritize, and organize own workload.

Investigate, collect and analyze data and prepare reports.

Communicate effectively, both verbally and in writing.

Read, interpret and comply with policies and procedures, laws, codes, and regulations.

Research and analyze issues, identify problems, and present alternative solutions.

Establish and maintain cooperative, effectively working relationship with outside agencies, the EOC and County personnel.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to lift up to 75 lbs. Ability to frequently stand and walk. Ability to perform sustained activities in a variety of environments, temperatures, and weather conditions. Ability to perform work at heights above 10 feet.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*