

**Oro Loma Sanitary District**  
2600 Grant Avenue  
San Lorenzo, CA 94580  
(510) 276-4700

## **SAFETY AND SPECIAL PROGRAMS ADMINISTRATOR**

### **DEFINITION**

Under general direction of the Technical Services Manager-Plant, develops, monitors, conducts, and administers the District's safety and emergency preparedness programs in compliance with federal, state and local safety, health and environmental regulations; assists in the administration of the risk management program; performs professional administrative and technical duties concerning employee training, either personally or with assistance from training consultants; develops and delivers a variety of safety trainings; develops course materials for specialized technical and safety training, and coordinates District-wide training; performs other related duties as assigned.

### **SUPERVISION EXERCISED**

None.

### **IMPORTANT AND ESSENTIAL DUTIES**

1. Evaluate and control environmental hazards by developing and modifying safety procedures and training sessions and by providing safety training to District employees.
2. Inspect and monitor District facilities for compliance with federal, state, local safety, health and environmental regulations.
3. Maintain the District's Injury and Illness Prevention Program and Emergency Preparedness and Evacuation Procedures.
4. Investigate hazards, accidents, injuries, and other occurrences that involve District liability.
5. Maintain employee training records and coordinate the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.
6. Perform report preparation and record maintenance for Environmental Protections, Fire Protection, and Occupational Safety.
7. Represent the District and assist regulatory agencies during and after safety audits of the District and coordinate corrective action and follow-up.
8. Confer with managers to determine technical training needs for all staff.
9. Evaluate technical training packages, including outline, text, and handouts written by instructors; develop and conduct technical training programs.

10. Coordinate the planning, development and implementation of District-wide training, and maintain records of individual training courses completed.
11. Study and prepare recommendations on instructional materials and teaching aids; monitor training consultants during training sessions to evaluate performance.
12. Respond to vehicular accidents that involve the District or its employees; respond to employee injuries or accidents; perform investigations and generate reports.
13. Provide input to and track the budget for the District's insurance program.
14. Learn and implement safety rules, regulations and emergency procedures; ensure the District's compliance with OSHA laws, rules and regulations.
15. Prepare and enter data into the safety training management software; review computer generated reports for errors and corrections.
16. Administer the District's contracts for uniform cleaning services, landscaping services, custodial services, pest control services, and other special projects; evaluate service quality and pricing and make recommendations for contract renewals or terminations.
17. Perform other related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee training and instructional methods and techniques.
- Occupational hazards and standard safety procedures.
- Lesson plan development.
- Techniques and practices in utilizing word processing, database and spreadsheet software.
- Pertinent policies, regulations, specifications and requirements governing industrial safety, loss prevention, environmental compliance, disaster control, emergency preparedness and accident prevention for industrial and office environments.
- Principles and practices of assessment, inspections, and investigations as related to job responsibilities.
- Rules and regulations pertaining to the handling, storage and disposal of hazardous and toxic materials.
- Principles and practices of proposal and contract preparation, negotiations, and administration.

**Ability to:**

- Read, understand, and follow rules and procedures; follow oral and written directions and instructions; accept constructive criticism.
- Operate a computer and a variety of word processing and software applications.
- Work independently and make effective judgments regarding safety compliance issues and other issues within the job responsibilities.
- Use arithmetic functions, including fractions and decimals.
- Effectively represent the District in matters related to safety, operational health, emergency preparedness and environmental compliance programs as required.
- Communicate clearly and concisely orally and in writing.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Develop, conduct and evaluate training programs.
- Organize, prioritize and schedule a variety of assignments and training sessions.
- Meet the requirements to wear respiratory protection and other safety equipment.
- Develop, modify, implement and coordinate the provisions of a variety of safety training pertinent to wastewater operations, including emergency preparedness and environmental compliance.
- Investigate and analyze a variety of plant, field, and office operations in order to implement and provide effective training and safety programs.
- Prepare and maintain logs, records, reports, and charts.
- Recognize unusual, inefficient or dangerous operating conditions.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION 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:*

**Experience:**

Four years of experience that provides the required knowledge, skills and ability to perform the job functions. Additional applicable job experience may be substituted for the desired education and training on a year-for-year basis.

**Education/Training:**

Equivalent to a Bachelor’s degree from an accredited college or university, with major coursework in environmental science, industrial engineering, safety engineering, occupational health, business administration, sanitary engineering or a related field is desirable.

**License or Certificate:**

Possession of, or ability to obtain, a valid California driver's license, and a motor vehicle record which meets the District's driving standards.

Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider Certificate and First Aide Certificate is required within one year of employment.

Possession of a Certified Safety Professional (CSP) Certificate is required within one year of employment.

**SPECIAL REQUIREMENTS**

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

While performing the duties of this job, the employee is regularly required to use hands to handle or feel, and talk and hear. The employee frequently is required to sit, stand, walk, kneel, crouch, squat, stoop, reach with hands and arms, crawl, twist, climb, balance, taste or smell. The employee must occasionally lift and/or move 50 lbs. Specific vision abilities required by the job include close vision and depth perception. The noise level in the work environment is usually moderate, but the employee may be exposed to loud industrial equipment and machinery while performing job responsibilities. Incumbents in this class are required to wear respiratory protection and other safety equipment.

Written by: A. Simion 12/05/03

Adopted by the Board on 04/06/04

Amended by: A. Simion on 10/29/18

Reviewed by Personnel/Safety/Public Information Committee on 11/30/18

Approved by Board on 12/04/18