



San Juan Water District
9935 Auburn Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Position Description

Safety/Regulatory Compliance Coordinator

Status: FLSA Exempt, Confidential in nature and Non-Safety Sensitive
Supervisor: Operations Manager
Effective Date: August 2, 2018

Supervision Received and Exercised

Receives direction from the Operations Manager and may exercise technical supervision over technical personnel and work of outside contractors.

Primary Function

Develops, monitors, conducts, and administers the District's occupational health and safety and environmental programs in compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards; develops, implements and administers safety policies, procedures and directives; conducts investigations and evaluates the effectiveness of safety programs, implements new programs and procedures as needed; assists in the administration of the risk management program; acts as the District's Safety Officer; and performs other duties as assigned.

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

- Develops, coordinates, oversees, and participates in the day-to-day operations of District-wide occupational health and safety programs designed to reduce risk, ensure workplace safety, and prevent injury, occupational illness, and damage to property; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of safety programs, including training, safety, and environmental compliance programs.
- Reviews, develops, and updates District-wide health and safety related policies and procedures for compliance with State and Federal rules and regulations; maintains functional District safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Monitors legislative and regulatory changes at the Federal, State, and local levels, as well as trends and innovations in the field of occupational health and safety; determines applicability of administrative and regulatory requirements; advises assigned supervisor regarding the impact of regulations on District operations; provides updates to District staff on pertinent issues; and acts as liaison between regulatory agencies and District management as necessary.
- Establishes, implements, and coordinates safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other health and safety related training; maintain records and database; prepares and presents reports to District management as needed. Works with District management to develop safety training plans for new employees.
- Recommends new or revised policies and work procedures to improve safety standards and/or comply with regulations; trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.

- Participates in budget preparation and administration for the safety program; prepares cost estimates for budget recommendations and submit justifications and assists in the administration of various grants.
- Plans, schedules, prioritizes, and assigns safety-related projects, studies, and programs in consultation with assigned supervisor; communicates status of projects, studies, and programs to appropriate personnel, working cooperatively to schedule same in accordance with established priorities.
- Conducts and monitors District facility and site inspections, job hazards analyses and other evaluations to identify hazards and potential risks; conducts or assigns inspections and makes recommendations to assigned supervisor and implements appropriate and approved corrective actions for compliance with Federal, State, and local safety, health, and environmental regulations, as well as industry standards. Conducts audits of corrective action to ensure compliance with regulations and corrective actions.
- Represents the District on safety committees and to outside regulatory agencies; coordinates safety activities between departments and with outside agencies.
- Maintains a library of reference materials on training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks.
- Develops, maintains and manages a variety of health and safety programs including but not limited to, the District's Injury and Illness Prevention Program, Hearing Conservation Plan, ARC Flash Safety Program and confined space entry program.
- Monitors employee exposure to noise and air contaminants, develops and implements hearing and respirator programs, including respirator fit testing, and enforces the use of safety equipment. Ensures safety equipment is compliant and maintained according to industry and manufacturer standards.
- Conducts a variety of audits and specialized studies, analyzes results and presents findings to management.
- Performs related report preparation and record maintenance for Environmental Protection, Fire Protection, Hazardous Waste Management, and Occupational Safety.
- Coordinates necessary permitting for compliance with environmental and air quality regulations.
- Develops and maintains District hazardous material business plans (HMBP) and petroleum storage tank permitting in compliance with Environmental and local Fire Departments Regulations.
- Coordinates the collection and disposal of hazardous waste in compliance with environmental regulations.
- Coordinates standards and performs inspections related to the District's Spill Prevention Control and Countermeasure (SPCC) plan; reports non-compliance to assigned supervisor; updates the SPCC plan, as needed.
- Maintains and updates the District's Safety Data Sheet (SDS) database.
- Develops and administers contractor safety program, including reviewing contractor health and safety work plans for District projects, serving as the District's subject matter expert, and working with vendors and consultants for matters related to safety compliance, and providing contractors with appropriate hazardous materials communication in compliance with applicable regulations.
- Manages and maintains the process, regulatory compliance, and safety programs related to chlorine gas facilities, which includes, but is not limited to, Process Safety Management Program (PSM) and Cal ARP Program 3 Prevention Program.
- Conducts appropriate coordinated trainings with first responders and District personnel.

- Conducts thorough audits, investigations and analysis of accidents, incidents and injuries; develops findings, prepares reports, and makes recommendations to assigned supervisor of corrective actions and preventative measures; assesses incident statistics to determine requirements for new or modified training.
- Assists in the implementation of District health and safety goals, objectives, policies, procedures, and work standards for the Division, including recommending improvements.
- Coordinates necessary safety certification and license obtainment and renewal for District employees.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.
- Builds and maintains positive working relationships with co-workers, other District employees, and the public.
- Drives a motor vehicle.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of:

- Policies, regulations, specifications, and requirements governing industrial safety, environmental compliance, and accident prevention for industrial and office environments.
- Principles and practices of assessments, inspections, and investigations as related to job responsibilities.
- Principles and practices of employee training and instructional methods and techniques.
- Practices of water system operations, water treatment plant operations, and general office activities.
- Rules and regulations pertaining to the handling, storage, and disposal of hazardous and toxic materials.
- Practices, methods, materials, and equipment used in air and noise exposure monitoring.
- Occupational hazards and standard safety procedures.
- Modern office practices, methods, and computer equipment.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Recordkeeping principles and procedures.
- Principles and practices of program development, implementation, review, and evaluation.
- Computer applications related to the work, including word processing, spreadsheet and database applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, and oversee activities of an efficient and functional occupational health and safety program.

- Communicate safety programs clearly and effectively to all levels of staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in work procedures.
- Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
- Oversee and participate in safety related projects, studies, and programs.
- Meet the requirements to wear respiratory protection or other safety equipment.
- Develop, modify, implement, and coordinate the provision of a variety of safety training pertinent to water and water operations, environmental compliance.
- Investigate and analyze a variety of plant, field, and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas.
- Assemble data and prepare clear and concise reports, correspondence, policies, procedures, safety logs, charts, and other written and automated materials.
- Represent the District in matters related to safety, occupational health, and environmental compliance programs as required including with governmental agencies, professional, regulatory, and legislative organizations.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Make accurate arithmetic, financial, and statistical computations.
- Make effective public presentations.
- Understand written sentences and paragraphs in work-related documents.
- Prepare and administer program and project budgets after approval.
- 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.
- Maintain attention to detail and accuracy while meeting critical deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, including, but not limited to, Microsoft Office (Outlook, Word, Excel, etc.) and Computer Maintenance Management System (CMMS).
- Modify existing policies, strategies, and/or methods to meet unusual conditions.
- Recognize unusual, inefficient, or dangerous operating conditions and take appropriate action when unusual operating problems occur.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform work in confined spaces, following required confined space entry procedures.

Education and Experience:

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in industrial engineering, safety engineering, occupational health & safety, or closely related field

Experience:

Four (4) years of experience in the areas of workplace safety and employee training, including at least two (2) years of which have involved administration of a comprehensive safety and accident prevention program.

License or Certificate:

- Possession of, or the ability to obtain and maintain, a California Driver’s License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.
- Possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate is required within one (1) year of employment.
- Certification as a Certified Safety Professional (CSP) and an Associate Risk Manager (ARM) is highly desirable.

Physical Capabilities

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. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

Physical Requirements	Rarely (0-12%)	Occasionally (12-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	80 Percent Indoors, 20 Percent Outdoors in Inclement Weather			