



February 2017
FLSA: NON-EXEMPT

SAFETY/REGULATORY COMPLIANCE ADMINISTRATOR I/II

DEFINITION

Under direct and general supervision, develops, monitors, conducts, and administrates the District's safety, emergency preparedness, and environmental programs in compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards; promotes safety awareness through self-inspection programs; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Wastewater Treatment Plant Maintenance Superintendent. No supervision of staff is exercised.

CLASS CHARACTERISTICS

Safety/Regulatory Compliance I: This is the entry-level class within the Safety/Regulatory Compliance series. Initially under close supervision, learn District systems, operations, practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Incumbent may advance to the higher level after gaining the knowledge, skills, experience, and certifications, which meet the qualifications of the higher-level class and after demonstrating the ability to perform said work level.

Safety/Regulatory Compliance II: This is the full journey-level class within the Safety/Regulatory Compliance series. Under general supervision; responsible for development, monitoring, and administration of the District's safety, emergency preparedness, and environmental programs. Assist in the administration of risk management program and act as District Safety Officer. Perform professional, administrative and technical duties. Develop and deliver a variety of training programs. Administer and maintain required regulatory compliance programs. Adequate performance at this level requires knowledge of procedures and precedents and the ability to choose among alternatives in solving problems.

EXAMPLES OF ESSENTIAL FUNCTIONS

Management reserves the rights 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.

- Develops, coordinates, oversees, and participates in the day-to-day operations of programs designed to reduce risk and ensure workplace safety; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of safety management programs, including training, safety, environmental compliance, and emergency preparedness programs.
- Reviews, develops, and updates safety related policies and procedures as required by law or as necessary; maintains District safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; maintain records and database; prepare reports.
- Inspects and monitors District facilities for compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards.
- Develops and maintains the District's Injury and Illness Prevention Program.
- Conducts thorough audits and investigations and analysis of hazards, accidents, and injuries; develop findings, prepares reports, and makes recommendations.
- Develops and maintains the District's Emergency Preparedness Program, including program development and updating changes to reflect regulatory requirements; provide training and annual drills; coordinate with other agencies.
- Monitors employee exposure to noise and air contaminants and enforce the use of safety equipment.
- Performs related report preparation and record maintenance for Environmental Protection, Fire Protection, Hazardous Waste Management, and Occupational Safety.
- 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.
- Coordinates necessary safety certification and license obtainment and renewal for District employees.
- Represents the District and assist regulatory agencies during and after audits of District operation and coordinates corrective actions and follow up.
- Coordinates the collection and disposal of hazardous waste in compliance with environmental regulations.
- Participates in budget preparation for the safety program by performing research, developing cost estimates, and making recommendations.
- Provides assistance to a third party administrator for case management of workers' compensation cases and maintain OSHA logs.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.

- Assists in developing work plans, procedures, and schedules.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards, including recommending improvements.
- Provides input into budget requests and administers program budgets after adoption; may prepare and assist in the administration of various grants.
- Plans, schedules, prioritizes, and assigns safety-related projects, studies, and programs in consultation with the Facility Manager; communicates status of projects, studies, and programs to appropriate personnel, working cooperatively to schedule same in accordance with established priorities.
- 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.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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 assessments, inspections, and investigations as related to job responsibilities.
- Principles and practices of employee training and instructional methods and techniques.
- Practices of wastewater 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.
- SCADA operating systems and other computer applications related to the work.
- Applicable Federal and State laws; District, Department, and Division regulations, codes, policies, and procedures.
- Records management principles and practices.
- Standard office practices and procedures, including the use of standard office equipment, record keeping, business mathematics, and basic computer applications related to the work.
- Standard and accepted English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communication.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques of dealing with individuals of various ages and from various socio-economic groups and for effectively representing the District in contacts with users and the community.
- 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 safety program.
- Inspect the work of others and maintain established quality control standards.
- Identify and implement effective course of action to complete assigned work.
- 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 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 for a variety of staff covering a wide spectrum of operations and areas.
- Prepare and maintain both manual and automated logs, records, reports, and charts.
- Recognize unusual, inefficient, or dangerous operating conditions.
- Represent the District in matters related to safety, occupational health, emergency preparedness, and environmental compliance programs as required.
- Track, interpret, apply, and explain complex and technical policies, procedures, codes, statues, regulations, and documents; and make recommendations.
- Effectively represent the division and the District in meetings with governmental agencies, professional, and regulatory, and legislative organizations.
- Make accurate arithmetic, financial, and statistical computations.
- Apply and explain complex laws, codes, regulations, and ordinances.
- Communicate clearly and tactfully in both oral and written forms to include conducting public presentations and prepare clear and concise reports.
- Assemble data, prepare reports and notices, and maintain records of testing and findings.
- 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.
- Identify and take appropriate action when 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 training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Safety/Regulatory Compliance Administrator I

Equivalent to the completion of the twelfth (12th) grade and three (3) years of responsible experience in the operation and maintenance of wastewater treatment and collection facilities.

Safety/Regulatory Compliance Administrator II

Equivalent to the completion of the twelfth (12th) grade and five (5) years of responsible experience in the operation and maintenance of wastewater treatment and collection facilities. At least two years of experience must be in safety/regulatory compliance areas.

Licenses and Certifications:

Safety/Regulatory Compliance Administrator I

- Possession of an appropriate valid California’s driver’s license. Continued maintenance of a valid California driver’s license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District’s insurance program.
- Possession of, or ability to obtain, a Grade I Wastewater Treatment Plant Operator certificate issued by the State of California.

Safety/Regulatory Compliance Administrator II

- Possession of an appropriate valid California’s driver’s license. Continued maintenance of a valid California driver’s license of the required category, compliance with established District vehicle operation standards and the ability to be insured for the operation of a vehicle/District vehicle in accordance with the terms and conditions of the District’s insurance program.
- Possession of, or ability to obtain, a Grade II Wastewater Treatment Plant Operator certificate issued by the State of California.
- Possession of a Cardiopulmonary resuscitation and Emergency Cardiac Care Provider Certificate and First Aide Certificate is required.
- Certification as a Certified Safety Auditor (CSA), Certified Safety Manager (CSM), or Certified Safety Professional (CSP) is highly desirable.

PHYSICAL DEMANDS

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 must possess mobility to work in a wastewater treatment facility; operate a motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; close vision and depth perception; and hearing and speech to communicate in person and over the telephone and radio. The employee is frequently required to sit, stand, walk, kneel, crouch, squat, stoop, reach with hands and arms, crawl, twist, climb, balance, taste or smell. The noise level in the work environment is usually moderate, but the employee will be exposed to loud industrial equipment and machinery while performing job responsibilities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and heavier weights with the use of proper equipment. Employees in this class are required to wear respiratory or other safety equipment. Employees primarily work both indoors and outdoors.

ENVIRONMENTAL ELEMENTS

Employees are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes.