

SAFETY PROGRAM MANAGER

DEFINITION

Plan, develop, implement, and manage comprehensive Citywide safety and environmental health programs and services for City departments in order to ensure compliance with local, state and federal laws and regulations; responsible for training, implementing and documenting safety- related programs and for investigating and preventing workplace accidents and hazardous waste incidents; perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position performs the full range of duties and works independently to complete more complex assignments and projects. Employees in this position are responsible for all phases of policy development and implementation in addition to planning and assuming full responsibility for the program's budget.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Human Resources/Risk Management.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, organize, develop, and implement safety and injury prevention programs, policies, and procedures in compliance with applicable safety regulations; establish internal safety controls and protocols to ensure a safe and healthy work environment; identify resource needs and opportunities for improving service delivery methods and procedures and reviews findings with management staff; implement improvements.

Evaluate effectiveness of the City departments' health and safety programs-both in the office and in the field, including: industrial safety; occupational health and safety; fire protection; environmental health; traffic safety; and hazardous materials abatement and management to ensure compliance with all Federal and state laws and regulations governed by the Occupational Safety and Health Administration (OSHA and Cal/OSHA) and compliance with applicable environmental requirements; administer the Injury and Illness Prevention Program (IIPP) mandated by Cal/OSHA.

Develop and oversee comprehensive safety and loss prevention training programs in a variety of safety and environmental health areas; review documentation of safety training conducted in departments to ensure mandated safety training requirements are being met; monitor occurrence and effectiveness of periodic and daily safety trainings; maintain records of trainings conducted and a database of employee completion; track and schedule employees for mandatory California Department of Motor Vehicles (DMV) physicals.

Perform safety inspections, audits, internal reviews, and investigations to identify unsafe working conditions and potential safety hazards; take corrective actions; enforce compliance with applicable safety regulations; and provide findings recommendations; prepare reports and documentation of findings and recommendations for action; monitor and follow up on implementation of safety policies, maintenance of safe working conditions and enforcement of safety practices by department managers and supervisors; exercise authority to enforce safety policies and standards if immediate compliance is required.

Conduct investigations of employee accidents and injuries; respond to call outs in the event of major incidents involving City equipment, facilities or personnel, and/or employee accidents or incidents resulting in injury to employees or the public; conduct preliminary investigations, take photographs of vehicles and/or property damage and obtains police reports; maintain a database of accidents and injuries; analyze data to identify trends and develop solutions; create a variety of safety-related reports including Cal/OSHA and other regulatory mandated reports.

Serve as the City's contact with Cal/OSHA and other outside agencies during investigations, including attending hearings and/or review meetings and coordinating and reporting on any necessary corrective actions.

Conduct special and periodic inspections of a variety of City sites, facilities, and operations, including construction and public access venues/special event sites, to identify safety and environmental hazards and compliance liabilities; follow up to ensure action is taken on safety, abatement and other notices and recommendations.

Perform ergonomic evaluations of employee work settings; evaluate workplace and equipment layouts and lighting; make recommendations to resolve any problems or issues identified including any needed equipment accommodations/modifications.

Provide input on facilities and utility infrastructure security-related risks, issues, programs and practices including working with other departments' management staff to develop security and asset protection protocols, regulations and procedures; study and analyze City vulnerability to disaster and participate in the development of disaster mitigation programs and plans that conform with Federal and state requirements.

Maintain current knowledge of state and Federal legislation and regulatory changes and make recommendations; accordingly, maintain familiarity with best safety practices as defined by the industry-specific groups; review and analyze proposed changes in state and Federal legislation as they apply to the areas of safety, environmental health and liability.

Provide information and assistance to City staff, the public, and outside agencies and organizations regarding safety programs, rules, policies, and procedures, including employee and job safety, cost containment, and loss prevention.

Organize and lead safety meetings, including the citywide Safety Committee; serve as the Chairperson; provide meeting topics and materials; and follow-up on recommendations.

Oversee the preparation and administration of requests for proposals and contracts for safety professional and contract services; participate in the vendor selection processes; and administer and track approved contracts for compliance with contract terms and safety rules, practices, and procedures.

Prepare City Council agenda reports/resolutions and make presentations to the Council; perform research and analysis and prepare a variety of studies and reports; prepare, review, and evaluate Requests for Qualifications/Proposals, contracts, and scopes of work; negotiate, prepare and administer contracts and agreements; respond to information requests from other entities and the public and data requests and audits by state and federal regulatory agencies.

Respond to urgent matters and safety emergencies during and outside of City business hours, including those involving employee or public injuries, and City damage; investigate employee accidents or near misses to determine cause, effect, liability, and prevention; and analyzes accident reports to determine frequency, loss trends, and mitigation recommendations.

Monitor employee driving records through the DMV Pull Program and provide appropriate follow-up to departments; oversee Random Drug/Alcohol Testing,

Coordinate reasonable suspicion drug and alcohol testing and provides guidance to departments on addressing such issues.

Monitor 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; determine applicability of administrative and regulatory requirements.

Assist and advise on environmental and physical working conditions, as needed, for City job specifications.

Assist City staff in planning and analyzing special events to reduce City liability for safety compliance.

Ensure required and recommended safety training for City staff is completed in a timely manner; identifies and tracks required employee safety training and certification based on job classifications.

Administer the Safety Program, including developing safety goals and standards, investigating accidents, and inspecting offices, buildings, grounds, work sites, equipment, vehicles, and tools for compliance with safety standards, ordinances, laws, and practices.

Maintain safety records; documents hazard control efforts and findings; oversee and maintain records and reports related to employee injuries and accidents; and provide regular safety statistical data and reports.

Coordinate safety and fire inspections of City facilities with regulatory agencies; coordinate safety drills for City facilities.

Keep current on related laws, regulatory changes, and safety best practices; ensure compliance with annual state reporting requirements.

Provide responsible and complex assistance to management staff; prepare and present staff reports and other correspondence.

Evaluate operations and activities of assigned responsibilities; identify safety improvement opportunities with respect to work processes, procedures, personal protective equipment, devices and tools, review with appropriate management and staff; implement and track improvements.

Recommend and implement budgets for safety-related equipment; advise on the development of specifications for the purchase of safety materials and safety-related equipment; periodically check the operation and use of equipment to ensure performance and conformance with City standards.

Plan, prioritize, assign, review and include special programs and projects.

Ensure that workflow progresses in an efficient and timely manner to meet the goals of the City.

Recommend and assist in the implementation of goals and objectives; implement policies and procedures.

Provide staff assistance to the Director of Human Resources/Risk Management; perform special assignments, tasks and projects as assigned; prepare reports and other correspondence as appropriate and necessary.

May prepare and administer Federal and state grants.

Build and maintain positive, collaborative working relationships with co-workers, other City employees, personnel from a wide range of outside agencies, other colleagues in the field, and the public.

Perform other duties related to this position.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of safety program administration, including safety and injury prevention, industrial safety, and loss control programs.

Pertinent Federal, state, and local public sector risk management administration laws, codes, and regulations, such as emergency service resources, hazardous waste, and

environmental issues, including those from the Occupational Safety and Health Administration (OSHA), California Division of Occupational Safety and Health (DOSH; Cal/OSHA), Environmental Protection Agency (EPA), Department of Transportation (DOT), and Americans with Disabilities Act (ADA).

Safety practices and procedures.

Injury classification procedures and regulatory reporting requirements.

Principles of industrial hygiene, ergonomics, toxicology, and the health effects of chemical exposure.

Practices of emergency management mitigation, response, operations, and recovery.

Emergency Operations Center (EOC) Operations, including National Incident Management System (NIMS) training.

Investigative techniques.

Safe driving principles and practices.

Principles and practices of public, contract, and project administration.

Methods and techniques of statistical and applied research and analysis.

Principles of data collection, collation, analysis, and dissemination.

Current trends and advances in the analysis of issues related to Safety training.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Effectively design, develop, implement, and administer comprehensive safety training and injury prevention programs.

Understand, interpret, and apply Citywide and departmental codes, policies, and procedures, and applicable federal, state, and local policies, laws, and regulations.

Observe safety principles and work in a safe manner.

Conduct root cause analysis and develop proactive prevention measures.

Monitor and determine effectiveness of safety and health processes.

Serve as a liaison between departments and various regulatory agencies.

Manage and facilitate meetings and processes.

Plan and organize work to meet changing priorities and deadlines.

Prepare clear and concise technical staff reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects.

Use sound judgement and develop creative recommendations; maintain appropriate, accurate, and effective recordkeeping.

Research and analyze problems and prepare reports and recommendations.

Gather, manage, and appropriately disseminate sensitive information.

Create, maintain, and access database files.

Compile and interpret statistics and other pertinent information.

Gain consensus from working groups on various safety problems and their solutions.

Effectively lead various working groups involving staff from other City departments and outside agencies/stakeholders.

Make oral presentations to a variety of groups.

Communicate clearly and concisely, both orally and in writing.

Operate computer equipment and software applications related to assignments.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or 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 increasingly responsible experience in the implementation and coordination of safety and injury prevention, industrial safety, and loss control programs and one year of supervisory or lead experience.

Training:

Equivalent to a Bachelor's degree from an accredited college with major coursework in occupational safety, industrial hygiene, business administration, public administration, or a related field. Master's degree is desirable.

License or Certificate

Possession of a valid California Driver's License.

PHYSICAL DEMANDS

On an intermittent basis, sit at desk or computer workstation for long periods of time; intermittently walk (on uneven terrain under varying weather conditions) be exposed to dust, dirt, noise, insects, changes in temperature; stand, bend, squat, twist, crawl and reach to observe site conditions, enter confined spaces to assess safety; use a telephone or a radio to respond to calls and inquiries; use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on a computer screen; lift light weight up to twenty pounds; drive a vehicle to various city locations, or that ability to arrange for transportation; attend meetings at various locations.

WORKING ENVIRONMENT

Work is performed in both outdoor and indoor settings under varying weather and temperature conditions. There is movement required from the office to other city worksites and offices. There is exposure to traffic in the external environment when going to outlying offices, meetings, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries and may work varying hours.