



# Monterey Regional Waste Management District

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## ***Job Description***

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|--------------------|---------------------------|---------------------|-------------------|
| <b>Position:</b>   | <b>Safety Coordinator</b> | <b>FLSA Status:</b> | <b>Non-Exempt</b> |
| <b>Department:</b> | <b>Safety</b>             | <b>FTE:</b>         | <b>Full Time</b>  |
| <b>Reports to:</b> | <b>Safety Manager</b>     | <b>Created:</b>     | <b>June 2022</b>  |

## **DEFINITION**

Under general supervision, performs a variety of technical and administrative duties relating to occupational health and employee safety and serve as a resource to management regarding safety regulatory requirements. This may include training of employees, inspection of work sites and provide support in the planning, implementation, and administration of District safety programs.

## **ESSENTIAL FUNCTIONS**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Provides general support to the Safety Department functions and regulatory compliance activities.
- Supports the development, implementation and coordination of health & safety policies, programs, and training for all departments of the District.
- Conducts periodic site safety and health inspections to audit physical conditions and safe work practices.
- Coordinates safety training programs; research safety education and cost-effective training materials.
- Serves as a member of the District safety committee and recorder of meeting minutes.
- Conducts new-hire occupational safety and health orientations.
- Assists Safety Manager with the investigation, documentation and reporting of occupational injuries or illnesses, non-injury accidents and property damage incidents.
- Prepares and maintains safety related records, reports, and other correspondence. Assembles data for maintenance and filing of OSHA reports and logs, as well as other reports for outside agencies as may be required.
- Serves as a resource for department managers and supervisors regarding safety issues.
- Monitors changes to applicable regulations, technology and procedures that may impact District safety programs.
- Assists with the development and administration of the District's safety Learning Management System and Safety Management System.
- Administers the Safety Champions Program.
- Research, compile and analyze data for special projects and reports.
- Performs various types of data entry pertaining to safety & health records, training & management.
- Serves as a member of the District's First Aid Team and support the District Emergency Response Team.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Occupational Safety & Health (OSH) regulations, programs, and compliance laws and regulations by local, state, and federal regulatory agencies including Cal-OSHA and Federal OSHA
- Techniques for dealing effectively with the public, vendors, contractors, and District staff.
- Techniques for providing a high level of confidentiality as it pertains to investigations, HIPPA compliance and/or confidential matters.
- Recordkeeping practices and reporting regulations related to safety, occupational illness, and accidents.
- Learning Management Systems and Safety Management Systems.
- Modern office methods and computer equipment, including specialized software applications and programs
- Proper English usage, grammar, punctuation and composition.
- Proper Spanish usage, grammar, punctuation and composition.
- MS Office Suite: Word, Excel, PowerPoint, Outlook.

### **Ability to:**

- Analyze, interpret, summarize, and present administrative technical information and data in an effective manner.
- Interpret, explain, and apply District safety policies and applicable OSHA standards. Share safety information with appropriate levels in the organization.
- Multi-task and complete work with regular interruptions.
- Maintain focus and attention to detail in completing work and training assignments. Proactively address the needs for information and/or resources that are necessary to successfully and efficiently complete work assignments.
- Perform a wide variety of specialized administrative support tasks.
- Maintain standards of confidentiality.
- Ability to work independently and in a team environment.
- Ability to drive a passenger vehicle paved and unpaved roads to conduct field tasks, visit District operation areas, obtain supplies, or attend training courses.
- Gather, organize, analyze and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District attendance standards.

### **Training and Experience:**

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

A relevant degree or certification in occupational safety, industrial safety, risk management or a related field, and two (2) years increasingly responsible work experience in related field, setting or training.

Minimum two years of administrative, office, or general support experience performing assignments that involve the use of computers and Microsoft Office software.

### **Special Requirements:**

- OSHA 10-Hour or 30-Hour Certification or the ability to obtain within 1 year of hire.
- Advanced training or certification in safety preferred.

- Ability to communicate, both orally and in writing, in both English and Spanish.
- Possession of a valid Class C California Driver's License and maintain a satisfactory driving record.
- First Aid/ CPR Certification or the ability to obtain one within 1 year of hire.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - Frequently stand and walk in both office and field environments; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 25 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers.

**Mental Demands** - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

**Work Environment** - Work is performed in an office environment and outdoors on approximately an 80/20 to 60/40 basis; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with other District employees and members of the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print