



FACILITIES AND SAFETY OFFICER

Range: 54 (Exempt)
Salary:

JOB DEFINITION: Under general supervision, plans, organizes, coordinates and implements comprehensive safety management programs and facilities maintenance for the Agency; takes action to ensure compliance with safety, health, and environmental safety regulations and requirements; assigns, directs and inspects the work of personnel involved in the maintenance, repair and servicing of buildings, facilities and landscaped areas; administers the Agency's Safety and Emergency Preparedness programs; and performs related duties as assigned.

SUPERVISOR: Assistant General Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is an independent position which does not have advancement ranges and steps.

EXAMPLE OF DUTIES:

Oversees the maintenance, alteration, modification and repair of Agency buildings, sites and landscaped areas; participates in the preparation of budget recommendations for costs related to Agency landscaping and to the Agency's landscaping and ground maintenance, as well as Agency safety programs and related material and equipment; monitors, inspects and evaluates the performance of contractors engaged in the maintenance and repair of Agency grounds and facilities; ensures contractor performance complies with contract provisions, specifications and standards, and compliance with applicable laws and regulations; prepares specifications and plans for new landscaping projects to be performed by Agency personnel or contractors; prepares and maintains a variety of records and reports, worksheets, accident reports and maintenance requests; ensures the timely completion of preventive maintenance programs; and other related duties as assigned.

Responsible for carrying out the Agency's safety program, including oversight of in-house Safety Committee; plans, organizes, and participates in development, implementation and administration of comprehensive employee health and safety programs, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement in compliance with DWA, OSHA, state, and federal laws and regulations; conducts special and periodic inspections of Agency facilities and operations to identify safety hazards and required abatements; insures Agency personnel follow established safety policies in work methods and procedures; enforces proper safety precautions while working in dangerous situations; conducts training sessions related to safety and certification, i.e., First-Aid/CPR, Defensive Driving, etc.; handles employee injury reporting (in-house), medical exam scheduling for on-the-job minor injuries, follow-up reporting and monthly log of injuries (non-worker compensation related); responds to the scene of Agency-related accident, injury or hazardous materials release; participates in conducting a thorough investigation and analysis of the conditions and circumstances surrounding the accident, injury or hazardous materials release; develops findings and recommendations; uses Agency vehicle to conduct investigations and can be called upon at any time of day or night to location to investigate; oversees production and reporting of Agency safety records to OSHA and other related entities; implements Agency Safety Incentive/Award Program and prepares employee Safety Awards ; maintains and updates Agency *Emergency Response Plan* on annual basis; updates *Agency Workplace Injury and Illness Prevention* manual on annual basis; coordinates annual safety inspections of Operations Center and Recycling Facility; coordinates annual maintenance and replacement of Agency fire extinguishers; and other duties as assigned.

QUALIFICATIONS:

Schooling: Minimum of a BA, preferably in occupational health or safety engineering, landscape maintenance and design, or an equivalent combination of five years training and experience.

QUALIFICATIONS (Continued):

Certification(s): First-Aid/CPR
AWWA or ACWA certification on topics relevant to safety and driving training.

Experience: Five years of increasingly responsible experience in developing and administering employee health and safety programs; 2 years supervisory experience; supervisory experience in conjunction with oversight of both small and large scale projects.

Knowledge: Use of personal computer; correct English usage, spelling and grammar and the ability to compose correspondence, reports, program outlines, memos and various other communications; common business practices and etiquette; basic landscaping design and maintenance principles; governmental/regulatory safety requirements and regulations in conjunction with the operation of a public agency.

Ability: Understand, explain, interpret and apply complex federal, state and Agency requirements regulating work place health and safety and the use, storage and disposal of chemical and hazardous substances; conduct accident and workplace safety and security investigations; carry out oral and written instructions, as well as deliver clear, concise and comprehensive instruction and or training; establish and maintain cooperative relationships with fellow employees, members of the public, and those contacted during the course of work; able to work independently; ability to organize and prioritize various projects and duties and complete in a timely fashion; present an image to the public that is professional, tactful and courteous.

License(s): Possession of a valid driver's license issued by the California Department of Motor Vehicles for use of operating Agency vehicles and equipment required in the fulfillment of the job duties for this position, with an acceptable driving record.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, stepping stools, stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up objects, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up boxes, picking up safety equipment, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Sitting at desk, driving or riding in vehicles

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area, sand, pavement, dirt, concrete and uneven surfaces at job sites or Agency facilities.

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of equipment such as computer keyboard, telephone, etc.

WORK ENVIRONMENT:

Work will be within the Agency Operations Center or outside at Agency facility sites, dependent upon the nature of work being performed. Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the various work areas, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators. Work outdoors in conjunction with Agency site and landscape maintenance will be in various weather conditions, some of which could be extreme, including heat in excess of 110°. When called out to the site of an employee injury or accident or when conducting safety and security inspections, may be required to work near moving equipment and traffic, walk on uneven or slippery surfaces, lift up to 90 pounds with assistance and be exposed to outdoor weather conditions involving extreme heat or cold. Safety sensitive function: all on-duty time, driving, waiting to drive, performing work in or near a vehicle or other heavy machinery, chemicals, or potentially hazardous materials.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.