

**REGIONAL WATER RESOURCE AGENCY  
JOB DESCRIPTION**

**Job Title:** Safety Manager  
**Department:** Administration  
**Reports to:** Executive Director  
**FLSA Status:** Exempt  
**Pay Level:** 26  
**Revised Date:** June, 2021  
**Physical and Environmental Requirements:** Medium  
**Respirator Required:** Yes  
**Supervisory Responsibilities:** No  
**Work Hours (typically):** 7:00am – 4:00pm, M-F  
**On-call Status:** Available by Agency cell phone  
**Overnight Travel:** Occasional  
**Uniforms:** Field Wear required; Office Wear optional  
**Agency Vehicle:** Available during working hours

**JOB SUMMARY:**

Safety Manager will develop, implement, and administer RWRA's Occupational Health & Safety, Employee Wellness, and Loss Control Programs, in order to ensure the optimum safety of RWRA's employees and the general public. Approximately 30-50% of the work week will be spent in the field. This position will ensure RWRA's Safety compliance with all state, federal, and local laws that may affect the safety and health of our employees and will implement effective policies, trainings, and documentation procedures with staff, as well as contractors.

**DUTIES AND RESPONSIBILITIES:**

- Assesses, plans, directs, coordinates, and implements safety programs including but not limited to public safety, occupational health/safety, traffic control, accident prevention, and workers compensation
- Inspects RWRA's facilities, properties, operations, vehicles, etc., to evaluate physical condition, in order to determine compliance with RWRA and Occupational Safety and Health Administration (OSHA) safety policies and procedures
- Ensures RWRA's continual compliance with OSHA, as well as local, state, and federal regulations and codes
- Manages RWRA's HAZCOM and hazardous materials safety programs and policies
- Inspects RWRA's job sites and RWRA's contractors' job sites on a regular basis for compliance with applicable local, state and federal laws; entering manholes, trenches, lift stations, tunnel sewers, etc. may be required as needed; ensures completion of corrective action for any deficiencies
- Determines safety training needs by researching, observing, and testing; assists in the development of safety training materials; performs safety training based on determined needs
- Recommends and implements on-going programs for reducing employee injury and loss to property
- Inspects and approves all traffic control, work zones, and road closures with the appropriate supervisor or inspector of the division, as necessary
- Develops and maintains RWRA's Emergency Preparedness/Action Plan in cases of multiple types of emergency to be defined, as well as contingency plans for the different types of

emergencies; this plan will be RWRA's roadmap on how the Agency, as well as the employees, will respond and the actions that will be taken given the specific emergency at-hand

- Reviews reports and recommendations from insurance carriers and governmental agencies and ensures completion of corrective action
- Manages RWRA safety training records on all employees and maintains those records in the database
- Prepares and maintains safety and loss control statistics/records, e.g., OSHA 300 Log and Safety Data Sheets
- Investigates and analyzes accident scenes to determine causes of injuries and property damage, recommends preventative measures
- Responsible for planning, coordinating, and overseeing activities for Annual Safety Month, as well as any other safety related activities
- Develops and facilitates safety incentive programs
- Develops and maintains positive support relationships with local industries, regulatory agencies, emergency response agencies, and employee safety-related professional organizations
- Identifies occupational/environmental hazards to minimize employee exposure, and develops appropriate corrective action
- Serves as the administrator of atmospheric testing equipment; trains affected employees on the operation, maintenance and calibration of such atmospheric testing equipment
- Conducts and/or coordinates annual testing, to include respirator fit testing and hearing testing
- Serves as the trainer and administrator for the electronic databases (SDS database, safety training software, etc.)
- Leads the RWRA Safety Committee and Wellness Committee, including preparing the agenda for the meetings then facilitating the meetings in accordance with the agendas, as well as distributing and posting meeting minutes afterwards
- Attends monthly RWRA Board Meetings and prepares and delivers the Safety Report during these meetings
- Attends Directors meetings, as scheduled, to review incidents/accidents, First Aid cards, committee meeting minutes, and any safety related issues needing approval
- Provides technical guidance/assistance to managers/supervisors that have the responsibility for carrying out safety control measures
- Confers with supervisors and employees to ensure compliance with safety standards, codes and regulations
- Reviews and modifies all RWRA safety policies; develops and maintains the Safety Program electronically with up-to-date safety policies and procedures
- Conducts safety orientation and training for all new employees
- Ensures that each division has regular safety meetings and attends at least one in each division annually
- Reviews bid documents for proper safety requirements, as needed
- Researches technical safety problems and makes recommendations for corrective action
- Conducts public education and outreach programs, to include visiting schools and conducting public tours of the wastewater treatment plants in conjunction with Plant Operations Division
- Participates in the job task analysis process to determine physical requirements for the various jobs at RWRA, in coordination with the Human Resources Manager and certified physical therapy professional
- Acts as Incident Commander and/or media spokesperson related to emergency response, at the direction of the Executive Director

- Assists with the development and management of the Drug & Alcohol program and serves as a Designated Employer Representative (DER) Alternate for the Drug & Alcohol program
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

**EDUCATION:**

Bachelor's degree in Occupational Safety and Health or safety/health-related program from an accredited four-year college or university is strongly preferred, or a combination of education and experience.

**EXPERIENCE:**

Minimum of five years progressive safety experience in construction, industrial, or municipal safety including injury, loss prevention, and safety training methods is required. Experience in utility-type construction and wastewater, as well as managerial experience, is preferred. In-depth knowledge of OSHA and EPA standards is required.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older. Must pass the drug and alcohol test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

**LANGUAGE SKILLS:**

Ability to effectively communicate and professionally respond to complex issues from customers, public groups and regulatory agencies. Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to explain technical concepts in simple terms. Ability to make effective presentations and conduct training. Strong oral, written, and listening skills required.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts as needed, including, fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, and apply principles of logical or scientific thinking to different intellectual and practical problems.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license, prior to employment. Safety Manager will be expected to obtain certification in First Aid and CPR, as well as traffic control within a reasonable period of time after employment. Certified Safety Professional (CSP) is a plus. OSHA 10 and/or 30 certification is a plus.

**OTHER KNOWLEDGE AND/OR SKILLS:**

Ability to manage time effectively, maintain confidentiality, be detail and team-oriented, demonstrate a positive working attitude, and be customer-service oriented. Ability to effectively use various personal computer applications such as asset management databases, spreadsheets, graphics, and word processing programs also needed. Ability to operate health and safety monitoring equipment (air monitoring equipment), self contained breathing apparatus (SCBA), sound level monitor.

**COMMENTS:**

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply. RWRA is a drug-free workplace; therefore, all employees are subject to drug and alcohol testing.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Safety Manager position, and I certify that I can perform these functions.

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

\_\_\_\_\_  
Date

**SUMMARY OF STANDARD WORK REQUIREMENTS  
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title:   **Safety Manager**  

Job Class:   **Medium (21-50 lbs)**  

**A. POSITIONAL DEMANDS**

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing		X		
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. <b>Climbing:</b>				
a. Stairs		X		
b. Ladders		X		
6. <b>Reaching:</b>				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling		X		
11. Feeling		X		
12. <b>Grasping:</b>				
a. Simple Hand		X		
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls			X	

**B. PHYSICAL DEMANDS**

1. <b>Lift:</b>				
a. Up to 10 pounds				X
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
2. <b>Carry:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
3. <b>Push:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<b>4. Pull:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

**C. SENSORY REQUIREMENTS**

<b>1. Vision:</b>				
a. Far			X	
b. Near				X
2. Depth Perception				X
3. Color Discrimination			X	
4. Field Vision		X		
5. Accommodation		X		
<b>6. Perception:</b>				
a. Spatial		X		
b. Form		X		
7. Feeling			X	
8. Speaking			X	
9. Hearing			X	

**D. WORK ENVIRONMENT (Exposures)**

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface		X		
12. Lighting		X		
13. Vibration		X		
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			