



## POSITION DESCRIPTION

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**TITLE: SAFETY/RISK COMPLIANCE ADMINISTRATOR**

**REPORTS TO:** Human Resources Manager

**GRADE:** 13

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None

**INDIRECT:** None

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Associate's degree with an emphasis in environmental health, occupational safety, loss reduction and control or related field, or high school diploma or equivalent and four years experience in administering safety compliance programs. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

**EXPERIENCE:** Two years of increasingly responsible experience administering an occupational safety or related program. A State of California Water Distribution Operator D1 is preferred. Experience in water treatment or wastewater treatment preferred. Ability to effectively utilize a personal computer and peripherals, along with related word processing, database and spreadsheet programs. Knowledge of safety principles, practices and terminology. Knowledge of current applicable local, California and Federal safety codes and regulations.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, review results and address administrative and safety issues; District employees to discuss and resolve safety issues; all other District personnel as required.

**EXTERNAL:** Interaction with regulatory agencies, vendors and emergency service personnel.

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### PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate repeated bending and stooping; ability to tolerate exposure to a computer screen; good hearing, eyesight and speech. Ability to effectively utilize a personal computer, keyboard and peripherals. Excellent verbal and written communication skills are required.

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### ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

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### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

This at will position responsibilities include planning, developing, and coordinating the implementation and maintenance of the District's regulatory programs including: permits, occupational health and safety, workers' compensation, disaster and emergency preparedness, and risk management programs. Oversee administration of the District's safety training programs to minimize losses resulting from accidents, natural causes, regulatory or non-compliance, legal insurance claims against the District, and maintains a database for all related programs. Participates in the development and administration of departmental goals, objectives and procedures. Collects facts regarding claims against the District including property, liability and vehicle accidents and conducts investigations. Responds to emergency situations and exercises sound judgment. An expert knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Develops effective resolutions to conflicts. Performs successfully within a team environment; supports the District Strategic Plan and Mission Statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Must effectively utilize District resources. Acts as a positive role model. Ensures safety operations are within budgetary guidelines. Professionally represent the District in a variety of meetings. Stable, reliable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>70%</b>	Organizes and maintains District Safety Programs by: <ul style="list-style-type: none"><li>• Assisting supervisors with safety training and ensuring all departments are in compliance with pertinent local, California and Federal rules and regulations.</li><li>• Preparing and distributing Safety Committee agendas and conducting regular Safety Committee meetings.</li><li>• Providing new hire safety orientations including an updated and concise employee safety manual to all employees.</li><li>• Organizing and maintaining the department's record retention requirements for data management.</li><li>• Working in unison with professional safety agencies and other public agencies to obtain and exchange current developments in providing a safe work environment pertinent to District operations.</li><li>• Coordinating and maintaining employee health and wellness programs.</li><li>• Leading the training and coordination for the Emergency Response Programs.</li></ul>
<b>20%</b>	Supports various aspects of risk management by: <ul style="list-style-type: none"><li>• Administering loss prevention programs and addressing problem areas for both workers' compensation and general liability; staying abreast of new trends and innovations in the field of risk management and safety.</li><li>• Making policy recommendations regarding safety and risk operations and procedures.</li><li>• Monitoring programs for compliance with existing and new laws; analyzing and reviewing policies and programs and coordinating changes with Management.</li><li>• Investigating and following up on workers' compensation issues including auto</li></ul>

accidents and customer property incidents.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**            Performs all related duties as assigned.