

TITLE: Safety Coordinator

JOB GRADE:

DEPARTMENT: Technical Department

REPORTS TO: Director of Compliance, Safety and Security

RESPONSIBILITIES:

This is a part time (estimated 20 hours per week) management position responsible for the program coordination, reporting, and documentation of regulatory programs managed by the Technical Department including emergency planning, safety program, and security program.

EXAMPLES OF WORK:

- Coordinate development of procedures and regulatory policies concerning emergency planning, safety and security programs.
- Update and implement WSA Standard Operating Procedures (SOPs) for implementation of emergency, safety, and security policies and programs including summarize and report on progress of goals.
- Update and revise emergency plans.
- Maintain and document Safety Program including coordination of training program.
- Maintain and document Security Program.
- Respond to customer complaints.
- Respond to emergencies including but not limited to water main breaks and boil water advisories and hazardous material releases.
- Provide budget for required expenses and implement budget as approved.
- Recommend and authorize purchases up to \$500.
- Evaluate and report on the performance of assigned subordinates; recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward or discipline of subordinate employees and resolve employee grievances.
- This is a salaried position that will require additional hours as necessary to respond to emergencies and to complete projects within deadlines. May be required to attend seminars and meetings that may require travel and overnight stays.
- Other duties as assigned by the Director of Compliance, Safety, and Security.

QUALIFICATIONS:

- A minimum of two (2) years of experience in water and wastewater management or industrial hygiene and a comprehensive understanding of water and wastewater distribution, collection, treatment, safety, security emergency planning, and regulations.
- Experience with implementation of safety programs and OSHA regulations.
- The ability to work effectively as a team member.
- The ability to plan and work efficiently, independently and accurately.
- The ability to effectively communicate both verbally and in writing with subordinates, Authority management and the public.
- The ability to implement and coordinate data processing in order to maintain files and records for regulatory compliance programs to ensure accurate, timely and efficient submission of compliance reports.
- The ability to use personal computers and software such as Microsoft Excel, Word and Outlook to record and prepare reports.
- Knowledge of financial processes, including budgetary, inventory control and formal bidding procedures.

OTHER REQUIREMENTS:

- Bachelor's degree with a major in chemistry, biology, environmental science or related field.
- Current Pennsylvania driver's license.
- Applicable Pennsylvania water and wastewater operators' certification.
- American Red Cross First Aid/CPR Instructor Certification.