

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB243 Utility Safety Manager
POSITION #/TITLE: 1693 Utility Safety Manager	Adopted: 08-98
	Revised: 05-14

POSITION DESCRIPTION

Dept/Division: Utilities/Water & WPC	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 14
Reports To Position #/Job Code #/JC Title: 2430/NB356/Utilities Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Gas Monitor	

General Statement of Duties

Coordinates the City's safety and health training and regulatory compliance programs for the Water and Water Pollution Control Departments. Provides support to City-wide safety activities as appropriate in cooperation with other safety coordinators; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative.

Examples of Essential Work (Illustrative Only)

Conducts needs assessment, plans, develops and conducts safety and health regulatory compliance training modules;

Plans and coordinates the provision of training by industrial representatives and program experts;

Researches and analyzes Federal and State laws and regulations to identify new and modify existing programs;

Conducts field audits and inspections of plants, facilities, equipment and operational procedures to identify safety and health related hazards, problems, concerns and trends;

Coordinates employee safety teams and facilitates their completion of incident investigations and reports;

Investigates accidents and safety hazards, conducts job safety analysis and develops reports and recommendations for corrective actions;

Monitors, reports and evaluates training actions, compliance issues and operational aspects of the Utilities Respiratory Protection, Hazard Communication, Confined Space Entry, Lockout/Tagout, Emergency Preparedness, Process Safety Management and Risk Management programs;

Serves as liaison to internal and external customers to provide program information, law and regulation interpretation and training regarding safety, health and environmental issues and concerns;

Prepares Public Information Status Reports concerning safety programs and issues and responds to inquiries from the general public;

Conducts industrial hygiene monitoring, interprets results and prepares reports, summaries and recommendations;

Coordinates the development of engineering reports, process descriptions and drawings as required for compliance with OSHA and EPA Safety Programs;

Arranges inspections of self contained breathing apparatus and supplied air respirators to ensure proper operation and check for currency of appropriate certifications;

Develops and implements safety and health policies and programs for regulated and non-regulated safety and health concerns;

Maintains the Municipal Utilities technical and safety training library;

Develops training plans and modules, audio/visual aids, lesson plans, guidebooks and examinations;

Plans, develops and monitors training schedules, maintains training records and coordinates awarding of safety and training continuing education units required for licensure and certification;

Serves as the Municipal Utilities representative to the Local Emergency Planning Committee (LEPC);

Serves as the Municipal Utilities representative for quality improvement committees;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City and Municipal Utilities' policies, procedures and safety practices;

Attends meetings, conferences and workshops;

Supports continuous process improvement initiatives;

Performs related work as required;

Required Knowledge and Abilities

Comprehensive knowledge of occupational safety theories, job safety analysis techniques and safety inspection procedures;

Comprehensive knowledge of federal and state occupational safety and health laws, regulations and procedures related to the water and wastewater industry;

Comprehensive knowledge of federal and state occupational safety and health laws, regulations and procedures related to the water and wastewater industry.

Comprehensive knowledge of Federal and State laws and regulations for occupational safety programs such as Respiratory Protection, Hazard Communication, Confined Space Entry, Lockout/Tagout, Emergency Preparedness and Process Safety Management;

Thorough knowledge of adult education principles and practices;

Thorough knowledge of infectious disease control laws, regulations, processes and procedures;

Good knowledge of occupational health injuries, diseases, and diagnosis;

Knowledge of quality management principles, tools and team development;

Ability to coordinate and provide training programs;

Ability to maintain safety and training records and develop and interpret statistical reports;

Ability to oversee the implementation of safety and health programs, policies and procedures;

Ability to monitor, evaluate and recommend changes to safety and health programs;

Ability to analyze job safety and accident data to develop, evaluate and modify accident prevention plans;

Ability to interpret safety and health field survey measurements and analytical results;

Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, contract training providers, and State and Federal Occupational Safety personnel;

Ability to prepare accurate and reliable reports containing safety, health and training findings, conclusions and recommendations;

Ability to operate a personal computer program applications appropriate to assigned duties and responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks;

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Industrial Hygiene, Safety or Occupational Health or closely related field; and
Considerable experience providing adult training and developing safety and health regulatory compliance programs; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Driver's License;
Minimum certification as an Occupational Safety & Health Technician (OHST) as issued by the American Board of Industrial Hygiene (ABIH) and the Board of Certified Safety Professionals (BCSP).

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate computerized equipment;
Sufficient personal mobility which permits the employee to present training programs and inspect Municipal Utilities' plants, facilities and construction sites.