

**ENVIRONMENTAL MANAGEMENT AND SUSTAINABILITY
SAFETY EDUCATION COORDINATOR**

JOB DESCRIPTION

Classification Responsibilities: A Solid Waste Safety Education Coordinator performs professional-level safety work in administering and implementing safety policies and programs within Solid Waste Collection Services with primary emphasis on driving and solid waste collections safety; safe utilization of equipment and tools, the recognition of hazardous conditions, and coordinating response and follow-up to accidents or other emergency response situations. In coordination with Safety Services, the incumbent in this class also ensures compliance with Occupational Safety and Health Administration (OSHA) and the Arizona Department of Occupational Safety and Health (ADOSH) and other related safety and health standards. Duties include: developing and implementing safety training programs for all aspects of the Solid Waste collections operation; evaluating Department safety policies and compliance programs; analyzing the effectiveness of the safety programs utilized within the Department; identifying strategic initiatives and performance measures related to safe operations and training goals; developing and conducting operator accident evaluation and re-training programs; conducting new employee orientation which includes comprehensive field and classroom driver training; reviewing all accidents and implementing appropriate actions; developing accident injury evaluation and employee support programs; analyzing accidents and injuries by cause analysis, hazard analysis, and employee behavior in order to prevent accident recurrences; developing written procedures for conducting accident investigations; overseeing all accident investigations completed by Foremen; inspecting Solid Waste vehicles for required Department of Transportation (DOT) safety compliance; and evaluating compliance status and taking appropriate action to bring the vehicles into compliance. Additional duties include: ensuring compliance with OSHA regulations and providing regular updates to Safety Services to report on Solid Waste's compliance; establishing performance standards for safety compliance programs and conducting periodic inspections to document progress; and serving as chair of the Solid Waste Safety Committee. This class may be responsible for directly supervising staff assigned to assist on a special assignment or regular assignment basis. This class is responsible for performing related duties as required.

Distinguishing Features: A Solid Waste Safety Education Coordinator must exercise considerable independent judgment and initiative in identifying current and potential safety hazards and deficiencies, and making recommendations for corrective action. The incumbent in this class is responsible for directing the activities of new operators during training, and existing employees who are placed on disciplinary probation or other corrective programs to improve safety performance. This position is responsible for collaborating with other supervisors in the Department to provide recommendations and develop new programs to improve safety and training programs. This position is also responsible for evaluating all aspects of the Solid Waste collections operation to assess potential safety hazards and to identify cost-effective solutions. This class receives general supervision from the Solid Waste Department Director who reviews work through meetings, reports, and the evaluation of overall results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Safety or Risk Management or a related field of study. Considerable (3 - 5 years) professional-level experience in safety administration and training (preferably DOT), or a related field.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in a solid waste or transportation environment is preferred.

ESSENTIAL FUNCTIONS

Communication: Serves as primary liaison to coordinate employee training and safety programs in Solid Waste. Works collaboratively with all supervisors in the Department to develop, implement and administer safety and training programs. Conducts training sessions for employees regarding safety in the workplace and safe working environments with primary emphasis on driving and Solid Waste collections safety; safe utilization of equipment and tools, the recognition of hazardous conditions, and coordinating response and follow-up to accidents or other emergency response situations. Communicates with Department management, coworkers, Safety Services, other City employees, and representatives from other agencies to establish and maintain effective working relationships. Prepares reports on inspection and audit report findings, safety engineering regulations, and incident investigation reports. Prepares and conducts training programs.

Manual/Physical: Investigates employee accidents and conducts Department safety inspections. Inspects work sites to ensure conformance with OSHA and ADOSH standards, providing updates to Safety Services to report on the Solid Waste's compliance. Detects hazardous materials and chemicals. Works around or uses potentially hazardous materials requiring the use of specialized equipment. Examines materials, equipment, and storage facilities to ensure the safety of employees. Operates a motor vehicle requiring a standard Arizona Driver's License in order to respond to emergencies, perform audits and inspections, and attend safety and operations meetings. Adapts Citywide safety practices and policies to the Department. Maintains an accident tracking system. Operates a variety of standard office equipment. Enters data or information into a personal computer. Works in a variety of weather conditions while conducting investigation audits and training. Meets scheduling and attendance requirements.

Mental: Researches and interprets safety rules, regulations, and procedures for Department supervisors and employees. Supervises and evaluates the work of staff assigned to assist on either a special assignment or regular assignment basis. Supervises and evaluates the work of new operators during training, and existing employees who are placed on disciplinary probation or other corrective programs

to improve safety performance. Develops safety procedures and guidelines. Participates in administering DOT, FMCSA, ADOSH and related safety standards and in developing Department safety programs. Analyzes accident information to recommend future corrective action. Develops and recommends procedural changes to improve employee safety. Develops, coordinates, and conducts safety-related training sessions. Learns job related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

the principles, techniques, and methods of modern safety administration;
the current and available safety testing equipment, supplies, and personal protective equipment;
DOT, FMCSA, OSHA, ADOSH, and related safety standards;
the safe operation of Class A and B commercial vehicles;
the basic principles of employee safety training and work behavior motivation; and
the principles associated with the provision of a safe working environment, as well as safe working practices and procedures in general.

Ability to:

administer DOT, OSHA, ADOSH, and related safety standards;
conduct safety inspections, investigate accidents, and write reports on findings;
develop safety programs and procedural changes to improve employee safety;
evaluate the performance of staff and complete performance appraisal forms and take corrective and disciplinary action when needed;
prepare, conduct, and coordinate safety-related training sessions;
present ideas both verbally and in writing; and
establish and maintain effective working relationships with management, coworkers, City officials, and representatives from other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

GL/rb/kc

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EEO-Prof

JOB FCTN-ADM

STEP- 46-200

PAY RANGE: 51

IND-9410

SWORN-No