

JOB TITLE:	SAFETY & TRAINING COORDINATOR		
Reports to:	Utility Director		
Department/Group:	Water / Wastewater	Job Status:	Non-Exempt
Location:	Ocala, Florida	Travel Required:	Yes
MAJOR FUNCTIONS			
<p>This is a professional and technical position responsible for assessing, planning, developing, coordinating, implementing, and conducting occupational safety and health programs.</p> <p>Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from other classes by the use of independent judgment and professional knowledge to ensure the safety of all Bay Laurel Center CDD employees through safety education and investigations.</p>			
JOB DESCRIPTION:			
<u>ESSENTIAL FUNCTIONS</u>			
<p>THESE ESSENTIAL JOB FUNCTIONS ARE NOT TO BE CONSTRUED AS AN ALL-INCLUSIVE STATEMENT OF ALL DUTIES PERFORMED. INDIVIDUALS MAY BE REQUIRED TO PERFORM OTHER JOB RELATED DUTIES AS ASSIGNED, INCLUDING WORKING IN OTHER FUNCTIONAL AREAS TO COVER ABSENCES OR RELIEF TO BALANCE THE EXISTING WORK LOAD BETWEEN STAFF. INDIVIDUALS ARE REQUIRED TO REPORT TO WORK AT THE APPOINTED HOUR, AS SCHEDULED, AND WORK THE ENTIRE ASSIGNED SHIFT.</p>			
<u>SAFETY & TRAINING COORDINATOR</u>			
<ul style="list-style-type: none"> • Designs, develops, coordinates and maintains the implementation of safety and/or technical training programs. • Works with all levels of management effectively to address and correct safety issues and to ensure compliance, using OSHA standards as a guideline. • Manages inspection and testing programs to include all required DOT maintenance of traffic, tool and equipment inspection programs. • Works with management to develop incident investigation policies and procedures and investigates incidents. Ensures completion of recommendations to prevent an accident/incident reoccurrence. • Investigates public and/or employee complaints concerning safety. For valid concerns, the employee shall provide a written plan on how to eliminate or mitigate the safety concern. • Investigates workplace incidents and accidents to determine root cause and recommends corrective actions to prevent future incidents and accidents. • Tracks incidents and accidents on a monthly basis, analyzes for trends, and recommends corrective actions to prevent future incidents and accidents. • Coordinates regular safety meetings for all employees. • Conducts and/or ensures all employees are trained and certifications are maintained as required. • Schedules new employees for safety orientation and works with supervisors to ensure new employee training compliance. • Coordinates with management for the annual quantitative respirator fit testing for Bay Laurel Center CDD 			

employees.

- Reviews, maintains and researches personal protective equipment, safety equipment, tools, equipment, and materials. Recommends purchase of such items.
- Works with management to conduct safety audits of worksite conditions.
- Researches potential resources and teaching methodology to effectively design and deliver training.
- Makes recommendations on safety budget.
- May be required to respond in the case of accidents or emergencies.
- Involves possible exposure to toxic chemicals, fumes, or particles and/or blood, body fluids, or tissues through contact with injured workers and plant processes.

Non-Essential Job Functions

- Performs general custodial work to keep work area clean and orderly.
- Provides first aid and cardiopulmonary resuscitation (CPR) in emergency situations.
- Attends training and continuing education sessions.
- Acts as a secondary for the Distributions & Collections team.
- Performs other related duties as assigned.

REQUIREMENTS PERTAINING TO EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS

(A comparable amount of training, education, or experience can be substituted in lieu of certain minimum qualifications)

SAFETY & TRAINING COORDINATOR

Accredited high school diploma OR possession of an acceptable equivalency diploma	Required
Valid Florida driver's license	Required
American Red Cross CPR/First Aid Certificate	Required
Base required license/certification	<ul style="list-style-type: none"> • OSHA HazWoper • Confined Space Entry Supervisor
Preferred Additional Certifications	<ul style="list-style-type: none"> • Chlorine First Responder • Alice Training • Maintenance of Traffic (MOT)
Experience (years)	3-5

PHYSICAL DEMANDS

- Required to sit for prolonged periods of time.
- Periodically be required to drive, stand, climb, balance, stoop and crouch.
- May on occasion require lifting, carrying, pushing, and/or pulling less than thirty (30) pounds without assistance.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Frequent use of hands to type and grasp.
- Ability to communicate both orally and written.
- Must have ability to smell and detect odors that could be associated with the job.
- Work may require the use of personal protection equipment, including hearing protection, eye protection, foot protection, hand protection, heat protection and use of respiratory protection including a self-contained breathing apparatus. This position requires the ability to use respiratory protection equipment in compliance with Occupational Health and Safety Administration (OSHA) regulations. In this event, the use of respiratory protective equipment may require the employee to be clean-shaven.
- Work requires continuous situational awareness.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

ENVIRONMENTAL CONDITIONS

The work environment characteristics described below are representative of those an employee may encounter while performing the essential functions of their job:

- Works inside office conditions.
- Periodically exposed to wet or humid conditions causing the working environment to develop uneven and slippery working surfaces.
- Periodically works outside in various weather conditions to include extreme heat or extreme cold temperatures.
- Periodically susceptible to various odor, fumes, or airborne particles.
- Periodically exposed to moving mechanical parts.
- Periodically will require exposure to hazardous conditions and toxic chemicals.
- Periodically work may require exposure to prolonged high noise levels.
- Periodically risk of exposure to electrical shock and vibration.

JOB SKILLS AND MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The following are requirements representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyzes, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to maintain safety records.
- Ability to conduct presentations, training for education, safety and operations.
- Ability to effectively present information and respond to questions of managers, clients, customers and the general public both verbally and written.
- Ability to establish and maintain an effective working relationship with supervisors, co-workers, residents, officials and the general public.
- Ability to instruct personnel on safe work practices and safety expectations.

Mathematical Skills

- Ability to calculate figures and amounts.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to apply understanding to carry out instructions furnished in written, verbal and diagram form.
- Ability to resolve problems involving several variables in situations.
- Ability to analyze plant equipment, tools, materials, and lift station issues and take safety measures to correct.

Specialized Skills

- Working familiarity with Occupational Safety and Health Administration (OSHA) rules and regulations.
- Must exercise good judgment regarding use of equipment, tools and materials.
- Must be motivated self-starter and take initiative with completion of projects prior to being assigned.
- Considerable knowledge of Department of Transportation (DOT) rules and regulations on operation of construction equipment on roadways.
- Ability to remain calm in stressful situations.
- Ability to respond to emergency situations.
- Ability to take a leadership role by cooperating with others, offering to help others when needs, and considering larger organization or team goals rather than individual concerns, including but not limited to the ability to build a constructive team spirit where team members are safety conscious and committed to the goals and objectives of the team.

Machines and Equipment

Employee will be required to be proficient in utilizing and operating the following equipment to perform his/her job satisfactory:

- Computer and various office equipment (telephone, calculator, etc.)
- Motor Vehicle
- Fire Extinguisher
- Self-contained breathing apparatus

Additional Notes:

- Pre-employment satisfactory drug screening.
- Pre-employment medical examination required.
- Due to the nature of the industry, optional Hep B vaccination series is offered.
- Employee could work with the use of a respiratory protection including self-contained breathing apparatus's in compliance with Occupational Health and Safety Administration (OSHA) regulations. In this event, he/she would be required to pass these testing's on an annual basis.

ACKNOWLEDGEMENT OF JOB DESCRIPTION

Acknowledgment and receipt of said job description, this _____ day of _____ 20 _____.

Employee is being hired / transferred for the position of **Safety & Training Coordinator**.

Employee Printed Name

Employee Signature

DFWP/EEOC/ADA