



<p>POSITION DESCRIPTION</p> <p>Safety Coordinator</p> <p>FLSA Status: Non Exempt Classification: Occupational Salary Grade/Band</p>	<p style="text-align: right;">10 June 2015</p> <p style="text-align: right;">Reports to: Emergency Manager Revised: _____</p> <p style="text-align: right;">Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>This individual reports to the Emergency Management Director and is responsible for all aspects of the County's safety program, including safety policies, procedures and training. These duties include but are not limited to: responsibility for the County-wide safety/accident program and provides assistance to all County Departments regarding safety activities.</p> <hr/> <p>GOALS</p> <ul style="list-style-type: none"> • To uphold and implement Duchesne County's Policies and Procedures regarding safety and make recommendations as necessary. • To make and carry out decisions that will assist in the prevention of hazard occurrences and minimize the effects of these occurrences when they happen. • To ensure safety compliance according to local, state, and federal laws. <hr/> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Develop and revise County safety policies, procedures, guidelines, promotional materials and training programs to ensure conformance with local, State and Federal regulations to reduce accidents and overall costs due to safety problems. • Review injury reports, accident investigations, and safety grievance reports; develop and review statistics, provide briefings to advise management about potential and emerging safety, occupational health and loss control issues, evaluate overall effectiveness of the safety program. • Review, evaluate and recommend safety practices to all County Departments. • Assess and evaluate ergonomic needs for the County. • Develop and implement guidelines for County Risk Management Team, • Act as Liaison with Duchesne County Risk Management, Emergency Management and other safety/risk management organizations; coordinate with the County Personnel Department to integrate safety awareness and training programs with the County's overall training program. • Advise County Departments on equipment purchases and facility changes necessary to implement safety and security goals.
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- Assist with completion of necessary statistical reports as requested.
- Compile information, write and submit reports to ensure the County is compliant with all Federal, State and local laws/mandates regarding occupational safety.
- Responsible for billing property owners for emergency incidents in Duchesne County.
- Updates Emergency Operations Plan.
- Monitors all Mutual Aid agreements making sure they are updated and in place.
- Prepares documentation of Wildland Urban Interface Code Inspections.
- Corresponds with Homeland Security agents to establish common goals with other District offices in the tri-county area.
- Procures State Grants and maintain documentation of funds.
- Tracks and updates certifications obtained by county emergency entities.
- Processes invoice payment to County Fire Departments.
- Corresponds with County Fire Chiefs on billing procedures.
- Updates Emergency and Evacuation plans concerning the county.
- Prepares documentation of all businesses in the county housing hazardous materials.
- Hosts and organizes community events for disaster awareness.
- Attends and participates in LEPC meetings and exercises.
- Tracks and completes inventory of equipment distributed from grant funds.
- Manages EOC so that it will be fully functional in the event of an emergency.
- Oversees Department when EM is managing an incident.
- Assists FFSL with documentation concerning State and County Wildfires.
- Other duties as assigned to meet business needs.

EDUCATION AND EXPERIENCE

- Bachelor's Degree preferred or a combination of education and experience.
- Minimum one (1) year experience in a position responsible for a comprehensive safety and accident prevention program in an organization with a large and diverse employee group.

CERTIFICATIONS

- Must obtain NIMS Compliance Certification and complete necessary courses to keep certification current.

SKILLS/ABILITIES

- Exceptional leadership and interpersonal relations.
- Ability to exercise independent judgment, tact, and sensitivity in emergency or volatile situations.
- Ability to remain calm and logical in fast paced situations to make appropriate decisions and take action.
- Extensive knowledge of safety principles and practices.
- Considerable knowledge of modern principles and techniques of accident prevention and investigation, risk management, and methods of eliminating hazardous conditions.
- Knowledge of laws, codes, regulations, and established policies pertaining to occupational safety and health

programs and EPA regulations.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to read, analyze and interpret strategic, management and industry publications, reports, and legal documents.
- Ability to respond to appeals from regulatory agencies, or members of the County and its citizens when required.
- Ability to write and prepare written material in a variety of formats for legal and management purposes.
- Ability to effectively present information to County Commission, Elected Officials, public groups and/or others as deemed appropriate.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of complex non-standardized technical and managerial information with several abstract and concrete variables.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.