

Environmental, Health, and Safety Coordinator



DEPARTMENT:	Administration
REPORTS TO:	Human Resources Coordinator
DIRECTLY SUPERVISES:	None
BARGAINING UNIT:	Non-union; Confidential Non-exempt Position
DATE APPROVED:	January 1 2008

SUMMARY:

Overall responsibility for City's environmental, health, and safety including, but not limited to, training, documentation, accident prevention and investigation, routine inspections of work sites with follow up inspections to help ensure compliance with all regulatory agencies, etc. Provides continuing education to all employees in environmental, health and safety issues. Primary contact for workers compensation insurance. Responsible for implementation and administration of drug and alcohol testing policies.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide training and conduct seminars which would meet requirements of OSHA, i.e. Employee's Right-to-Know; Lock-Out-Tag-Out Program; AWAIR (A Work Place Accident-Injury Reduction Act); etc., and maintain high standards for safety and health requirements
- Maintain and enforce City safety manual for all City employees
- Conduct regularly scheduled safety meetings as chairperson
- Continuous on-site safety inspections
- Responsible for implementing and maintaining Workers Compensation Cases
- Works closely with city insurance carrier, i.e. maintaining and filing accident injury reports and workers comp claims.
- Maintain and complete OSHA 300 Log regarding occupational injuries and illnesses
- Research methods, equipment and regulations to provide a safe work environment
- Administer and manage New Employee Safety Orientation
- Evaluate and document work-related injuries according to worker's compensation laws
- Conducts accident investigations and audits identifying hazards and implementing corrective action where necessary
- Case management for all work related incidents including coordinating return to

work

- Represents City during OSHA inspections
- Coordinates internal City recycling program
- Extensive knowledge of City facilities, infrastructure, and grounds to ensure maximum energy performance
- Responsible for daily ISO 14001 Environmental Management System (EMS) activities
- Provide environmental expertise for new projects and project improvements
- Lead continuous improvement efforts and assess management of change requirements (EMS)
- Perform Internal Auditing of ISO 14001 Environmental Management System
- Provide expertise to accomplish environmental objectives, including the reduction of energy use, greenhouse gas emissions, and reduce water usage.
- Serves as the environmental management systems representative while securing and maintaining ISO 14001 certifications
- Oversee internal purchasing of products and services
- Research and oversee central purchasing policy
- Make recommendations to departments for purchasing of “green” products
- Coordinate sustainability efforts for new and existing construction
- Attend various safety seminars and represent City in trade associations
- Oversee drug and alcohol program/policies
- Prepare and oversee environmental, health, and safety budget
- Perform related work as necessary

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- High School Graduate or hold certificate of equivalency
- Possess a working knowledge of current regulations governing environmental health and safety in the workplace and the ability to research same
- Previous work experience in creating and enforcing safety manual policies
- At least 5 years experience in the safety field is desired
- Certified Safety Professional (CSP) is desired
- Previous experience in environmental management systems

LANGUAGE SKILLS:

- Ability to prepare reports, letters, correspondence
- Ability to give verbal presentations and seminars to any group
- Ability to read, interpret documents and procedural manuals
- Considerable knowledge of Business English and spelling

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations with whole numbers, fractions, decimals, and percentages.
- Knowledge of basic bookkeeping

OTHER SKILLS AND ABILITIES:

- General knowledge of computer operations and programs
- Knowledge of office procedures and use of office machines
- Ability to establish and maintain effective working relationships with City personnel and other private or public agencies
- Thorough knowledge of all City department operations and functions to ensure maximum safety performance
- Knowledge of OSHA regulations and Minnesota State Statutes and ability to research same
- General understanding of energy management

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License

MINIMUM QUALIFICATIONS:

- High School Graduate or hold a certificate of equivalency is required.
- Working knowledge of current regulations governing safety in the workplace
- Minimum five years experience in safety field is desired
- Certified Safety Professional (CSP) is desired
- Previous experience in environmental management systems

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee regularly stands, walks, sits, talks or hears, and reaches with hands and arms. Employee occasionally uses hands to finger, handle or feel, and stoops, kneels, crouches or crawls. Employee occasionally is required to lift up to 25 pounds.

Specific vision requirements for this position are close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

Noise level for this work environment is moderate to very loud.