

Environmental, Health, and Safety Coordinator



DEPARTMENT:	Administration
REPORTS TO:	Assistant City Manager for Public Works and Human Resources Coordinator
DIRECTLY SUPERVISES:	None
BARGAINING UNIT:	Non-union; Confidential Non-exempt Position
DATE APPROVED:	August 2012

SUMMARY:

Overall responsibility for the City's safety and environmental initiatives 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. Responsible for implementation and administration of drug and alcohol testing policies; Implementation of the Storm Water Pollution Prevention Plan (SWPPP) for the City's public storm water collection system and industrial storm water permitted sites. documentation of the City's tree management plan including the shade tree disease management.

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
- Works closely with city insurance carrier, i.e. maintaining and filing accident injury reports.
- 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
- Conducts accident investigations and audits identifying hazards and implementing corrective action where necessary

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- Assist Benefits Coordinator with case management for all work related incidents including coordinating return to work
- Represents City during OSHA inspections
- Conduct inspections, testing, education and public meetings to comply with the SWPPP as required by current MPCA standards
- Monitor and test storm water runoff as required by City of Winona Industrial SWPPP sites
- Record locations and related information of the public trees treated for shade tree diseases
- Oversee the planting of public trees to increase the tree variety diversity
- Coordinate public information for the City efforts to combat shade tree diseases, including, but not limited to, the Emerald Ash Borer
- Attend various safety seminars and represent City in trade associations
- 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 health and safety in the workplace and the ability to research same
- Previous work experience in creating and enforcing safety manual policies
- At least 2 years experience in the safety field is desired
- Occupational Health and Safety Technician desired

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 storm water collection
- General understanding of tree care

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 2 years experience in safety field is desired
- Occupational Health and Safety Technician desired

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.

While performing the duties of this job, the employee regularly stands, walks, sits, talks or hears, and reaches with hands and arms; 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 loud.