



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Safety Administrator

STATUS: Non-Exempt / Non-union

REPORTS TO: Human Resources Manager

RANGE: 28

POSITION SUMMARY:

Under general supervision of the HR Manager, collaborates with SUB's manager and supervisors in the development, administration, and implementation of employee safety policies, procedures and programs for all divisions and departments; provides administrative and technical advice and support to supervisors and employees; ensures compliance with all Federal, State, and local governmental safety laws and regulations; reviews, updates, and communicates SUB's safety procedures and processes. Collaborates with staff on safety audits and job-hazard analyses; provides administrative leadership and advice on safety-related investigations and reports on near-misses, accidents, damages, and on-the-job injuries; identifies employee safety training needs; advises and supports divisions and departments with safety training; provides safety orientation to newly hired employees; participates on all safety committees and subcommittees coordinates annual safety incentive program; provides on-going safety communications to employees; may serve as the Safety Officer during emergency situations.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Works with division managers and supervisors to coordinate, develop, and implement safety programs for all divisions and work sites.
5. Maintains regular and non-routine contact with others outside own workgroup such as: government regulatory officials, vendors and other employees as needed to support legal compliance and operational effectiveness of SUB's safety programs and procedures.
6. Ensures regulatory compliance with OSHA, EPA, DOT and other federal and state regulations, adherence to policies and procedures, including documentation requirements.
7. Works with division leadership to proactively identify and analyze safety-related risk exposures at work sites. Makes recommendations to division directors and managers. Develops and documents action plans to eliminate and/or reduce risk exposure.

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8. Advises and assists managers and supervisors in promoting a safe work environment. Recommends procurement, use and installation of safety or hazard control equipment, and updates of policies and procedures as necessary. Creates and updates written documentation, and coordinates programs such as, but not limited to, hearing conservation, blood-borne pathogens exposure, asbestos exposure, respiratory protection, chemical inventory/control, hazardous communications, Global Harmonizing System platform, ergonomics, and others as assigned.
9. Evaluates performance of safety programs and advises division leadership on compliance deficits and opportunities for improvement.
10. Supports analysis of safety-related property damage, accidents, near-misses and on-the-job injury incidents; may lead analysis of incidents involving major damage or injury.
11. Works with division representatives to annually review and update safety documentation and processes. Maintains safety library (e.g., videos, regulations, reference manuals).
12. Advises division leadership on safety training programs, including training profiles for specific jobs and identification of appropriate training resources. May serve as in-house trainer for safety programs, when qualified. Evaluates training methods and programs for effectiveness in increasing employee safety awareness and performance.
13. Provides new employee safety orientation to all new employees, including an overview of safety programs and policies.
14. Creates and maintains record keeping systems to meet all OR-OSHA and other regulatory agency requirements related to employee safety.
15. Audits and updates SUB's safety programs and records to support continuous improvement of programs and ensure compliance with regulatory agency requirements.
16. Contacts and communicates with safety resources to resolve safety problems as needed.
17. Coordinates the annual Safety Incentive program.
18. Serves on the SUBTitles Editorial Review Board and other committees as assigned.
19. Participates on all Safety Committees and safety operations meetings; may coordinator and/or lead as needed.
20. Represents SUB at the Oregon Utility Safety Committee (OUSC), and conveys relevant information from the UOSC meetings to SUB managers, supervisors and safety committee members.
21. Maintains valid Oregon driver's license and good driving and safety record.

Marginal Functions

22. Other duties as assigned.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

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Attributes

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB’s Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- None

MINIMUM QUALIFICATIONS

Experience

- Minimum four years of recent experience in all aspects of developing, administering and implementing employee safety programs. A college degree with a course of study specifically related to occupational safety may substitute for years of experience, as follows: Associate’s degree may substitute for one years of experience; a Bachelor’s degree may substitute for two years of experience. Three years of experience in developing, creating and presenting safety training programs
- Work experience in a construction company or electric utility is preferred

Knowledge, Skills & Abilities

The individual in this position is expected to possess and exhibit the following knowledge, skills and abilities:

- Generalist level knowledge of Federal and State safety laws, regulations and compliance requirements for a utility or other related industry
- Knowledge and skill in effective training techniques for safety related topics
- Knowledge of Federal Emergency Management Agency (FEMA) and National Incident Management Structure (NIMS) emergency response structures and protocols
- Thorough knowledge of traffic laws and CDL program requirements.
- Knowledge of safety committee rules and roles of committee members
- Excellent problem solving skills to analyze problems and propose solutions
- Advanced skill in hazard identification, analysis, prevention and control

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- Skill in investigation and root cause analysis of accidents and near misses and the ability to identify and recommend appropriate remediation or corrective action
- Communication skills to develop and maintain positive working relationships with employees at all levels of the organization
- Excellent organizational skills to manage competing and shifting priorities, multitask and meet deadlines
- Excellent communication and interpersonal skills to interact with co-workers and supervisors at all levels of the organization, as well as the general public, to sufficiently exchange or convey information and provide or receive work direction
- Proficient in Microsoft Word, Excel and PowerPoint, and Outlook software
- Ability to research and analyze safety regulations and processes
- Ability to maintain accurate and detailed records on training, safety and security reports, statistics and other required information
- Ability to prepare, read, analyze and interpret policy and regulatory documents
- Ability to write policies and communication materials for distribution to employees
- Ability to independently accomplish tasks with minimal supervision
- Ability to maintain discretion and confidentiality as needed

Education

- High school diploma or equivalent
- Documented recent training in applicable safety related topics to demonstrate current knowledge regarding safety laws, regulations and practices.
- Bachelor's or Associate's degree in related field preferred.
- CUSP, ASP or CSP Certification preferred.

PHYSICAL AND MENTAL REQUIREMENTS

- **SELECTIVE ATTENTION:** Ability to concentrate on a task over a period of time without being distracted. Maintains full alertness and concentration at all times while working in the field or during emergency response situations.
- **ABILITY TO DEAL WITH STRESS:** Interacts with co-workers, supervisors and the public; thinks and reacts quickly and calmly in a stressful situation.
- **COMMUNICATION:** Ability to discern and understand information and ideas presented by others in person, by phone, and in writing. Ability to communicate accurate, concise and clear information with others in person, by phone, and in writing. Must have ability to discern and understand information and ideas presented by others through spoken words and sentences, often in noisy environments; exchange accurate, concise and clear information with others; and must be able to exchange accurate information in emergencies.

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- **VISION:** Sees adequately to drive a vehicle.
- **WORKER MOBILITY:** Changes positions frequently. The worker must be able to complete administrative work and attend meetings in an office setting, visit job sites in the field, and travel over uneven terrain.
- **LIFTING/CARRYING:** 0-10 lbs. – continuously; 11-20 lbs. – frequently; occasionally worker may move boxes of supplies.
- **PUSHING/PULLING:** Worker must be able to access files in file cabinets as well as enter and exit a vehicle.
- **REACHING/HANDLING:** Constantly operates a computer and other office equipment such as a calculator, copy machine and computer printer. Worker must be able to move, transport, remove or replace equipment or items for safety or ergonomic reasons.
- **ENVIRONMENTAL FACTORS:** Work is generally performed in an office setting with travel required to off-site locations. When conducting investigations or reviewing safety practices, may occasionally experience a variety of light tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps, and tree trimmer chippers for less than one hour per day.