



# MARIN MUNICIPAL WATER DISTRICT

## SAFETY AND EMERGENCY RESPONSE MANAGER

### DEFINITION

Under direction of the Environmental and Engineering Services Division Manager, plans, organizes, develops, implements, coordinates and administers the District's health, safety and emergency management programs which include safety training, all related investigations and assuring compliance with applicable state, federal health and safety regulations and promoting emergency preparedness, and preparing for emergency response recovery and mitigation.

### DISTINGUISHING CHARACTERISTIC

This is a single position classification with responsibility for the management, administration and coordination of the District's health, safety and emergency management programs to assure an effective and coordinated response to emergency events and to protect the District from exposure to hazardous or unsafe conditions. In this position the incumbent is expected to have considerable knowledge of federal and state regulations pertaining to worker health and safety issues, and emergency preparedness. This position works closely with division managers and employees in establishing and maintaining comprehensive health, safety and emergency management programs

### EXAMPLES OF DUTIES

Typical duties may include but are not limited to:

- Plans, develops and executes District health and safety programs and policies to prevent injury, occupational illness and damage to District property.
- Plans, develops and, in the event of an emergency, executes the District's emergency management plan.
- Plans, organizes, integrates, develops and implements comprehensive employee health and safety programs, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with District safety requirements and federal and state laws and regulations for employee occupational health and safety; evaluates on an on-going basis the effectiveness of safety training programs and incorporates this analysis into future program revisions; identifies safety related training needs to ensure compliance with regulatory requirements.
- Drafts and recommends District-wide safety and health directives; maintains District safety manual, including preparation and distribution of appropriate updates.
- Develops and implements employee health and occupational safety training programs, informs employees of training and educational opportunities, maintains records and database of employee training, and evaluates employee training needs.
- Interprets and implements health and safety regulations from Cal/OSHA; represents the District in inspections and hearings conducted by Cal/OSHA and other regulatory agencies.
- Monitors employee driving policy and vehicle accident reporting as found in Health and Safety

Manual and Vehicle Use Policy.

- Manages the Department of Motor Vehicles (DMV) driving record employer pull notice program, Department of Transportation (DOT) mandated drug testing program, and the employee vehicle insurance requirement program; maintains accurate records for the programs.
- Serves as support staff for the District's Safety Advisory Committee.
- Manages, coordinates and administers District-wide safety, accident prevention, accident investigation and analysis, operations analysis and training needs assessment activities to maximize work place health and safety and ensure compliance with relevant regulations; evaluates employee accident and injury reports, recommends remedial action and follows up to ensure action is taken; responds to employee questions regarding safe work practices and environmental hazards.
- Coordinates training, testing, and appropriate medical examinations for programs such as: Respiratory Protection Program, Hearing Conservation, Ergonomics, Fall Protection, Personal Protective Equipment, Chemical Hygiene, Hazardous Waste Management, Blood-borne Pathogens, Fall Protection, Lockout/Tag-Out, Confined Space, Emergency Action Plan and Injury & Illness Program; maintains accurate records of training events, medical review and employee testing results.
- Conducts special and periodic inspections of District facilities and operations to identify safety and environmental hazards; responds to the scene of employee personal injury accidents or serious incidents; participates in thorough investigation and analysis of the circumstances surrounding the injury, accident or incident; develops findings and recommendations; and prepares required reports on employee accidents and accident trends,
- Administers a hazardous materials and waste management program, including waste minimization procedures; reviews chemicals used by the District and maintains required material safety data sheets for reference and use by supervisors and employees; serves as the District's Hazardous Materials Team Leader and responds to emergencies as the on-site Incident Commander.
- Develops emergency response and management programs, strategies, and solutions designed to provide employees with a safe and secure work environment. Plans, organizes and conducts emergency response drills to include implementation of the District's Emergency Operations Plan; coordinates with local mutual aid groups, emergency responders, law enforcement, and local officials on District response capabilities and plans in the event of an emergency. Updates, amends and implements the District's Emergency Operations Plan, leads activation of the District's Emergency Operations Center, and implements disaster preparedness planning and coordination.
- Develops and conducts exercises and tabletop drills to determine preparedness, ability to respond to disasters and crisis and to recover District resources; works with District emergency responder employees to ensure understanding of individual roles and responsibility related to emergency response.
- Provides reports on the current status of emergency planning to ensure that work is organized and carried out in a manner consistent with District goals and is compatible with the processes of partnering agencies involved in unified responses.
- Maintains interagency and local emergency service agreements related to emergency response resources and recovery.
- Keeps current with development and changes in the areas of emergency management, safety and work-related injuries and makes recommendations for improvements in these programs.
- Prepares and administers a budget for areas of assigned responsibility; forecasts staffing, equipment, supplies or training needs relative to emergency preparedness, business continuity planning, and workplace health and safety; assembles background information, estimates costs and provides justification based upon recent trends and planned activities; monitors expenditures after

budget adoption; and approves requisitions for purchase of materials or supplies.

- Prepares a variety of reports, correspondence, handbooks, instructional materials, and statistical data.
- Provides day-to-day leadership and supervision and works with staff to ensure high performance, customer service-oriented work environment.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge of:**

- Principles and practices of industrial and occupational health and safety and program administration;
- Cal/OSHA regulations including the Injury and Illness Prevention Program, construction practices, excavation safety, and hazard communication;
- Industrial accident and injury causes and prevention programs;
- Principles and practices of emergency management including the five elements: prevention, preparedness, response, recovery and mitigation;
- Incident command systems and the National Incident Management System (NIMS);
- Federal and State requirements for filing, maintaining and testing emergency operation plans;
- California Department of Motor Vehicles laws;
- Principles and practices of employee training;
- Computers and word processing, spreadsheet, visual presentation software used in conjunction with contemporary business practices.

### **Ability to:**

- Use judgment and discretion to integrate technical knowledge with interpersonal and communications skills when dealing with employees, management personnel, the public medical providers, attorneys, and others.
- Plan and prepare research and statistical reports relating to various safety and emergency response programs.
- Establish, develop, and maintain effective cooperative and collaborative working relationships with employees, regulatory agencies, partner agencies, the public and those contacted during the course of performing the job.
- Research, understand, interpret and apply specific rules, laws, ordinances and policies to applicable health, safety and emergency management programs.
- Organize and prioritize work to meet deadlines and provide timely action and resolutions to safety issues.
- Identify, evaluate and recommend corrective measures regarding hazardous operations and unsafe conditions and effectively communicate and/or present conclusions before advisory and policy committees.
- Identify, plan conduct or provide for employee training in a variety of emergency management, safety, health and related areas.
- Maintain records, write reports, develop and prepare instructional materials and other correspondence in a clear, concise, and effective manner using a personal computer.
- Create spreadsheets and use various types of data bases to produce required documentation.
- Be available after normal working hours, on call by pager or cell phone.
- Drive a vehicle and travel to off-site locations or to attend meetings.

**Training and Education:**

Graduation from a four year college with a degree in industrial safety, business administration, occupational health sciences, emergency management or other directly applicable field.

**Experience:**

Five years of increasingly responsible professional experience in occupational health and safety, and/or emergency management or other closely related field.

**Certification and Licenses:**

Possession of a valid California Class C driver's license issued by the State Department of Motor Certifications related to OSHA, safety, industrial hygiene, emergency management, hazardous materials are preferred.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. Employees who drive on District business to carry out job-related duties must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: January 2000

Revised: April 2008

April 2019

Approved by: Human Resources Manager