

North Marin Water District

SAFETY AND EMERGENCY MANAGER

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

Reports to: Director of Operations

FLSA Status: Non-Exempt

DEFINITION

Under general direction from the Director of Operations, the Safety and Emergency Manager plans, organizes, coordinates and administers the District's safety and emergency response programs; performs highly complex professional, technical, and analytical work involved in the implementation and development of the safety management programs including occupational and industrial safety; assures District compliance with all relevant state and federal safety regulations; and represents the District in related local and regional programs. The Safety and Emergency Manager ensures all appropriate plans, protocols, processes and training are implemented to respond to, and recover from, a wide variety of emergencies and disasters. Performs other work as required.

DISTINGUISHING CHARACTERISTICS

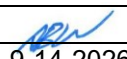
The **Safety and Emergency Manager** is responsible for the District's safety and emergency management programs. This is a single staffed division and the position has no direct reports.

SUPERVISION RECEIVED

Receives supervision from the Director of Operations, works closely with District staff, supervisors and department heads as required.

ESSENTIAL DUTIES (may include but are not limited to the following)

- Plans, organizes, administers, and oversees a wide range of safety and emergency management services in compliance with District policy.
- Researches, analyzes and develops recommendations on emergency management and safety-related issues.
- Monitors and analyzes laws and pending legislation which impact District operations.
- Stays current of new trends and innovations in the field of safety and emergency management, and continually monitors the District's compliance with federal and state laws and regulations.
- Performs policy analysis on a wide range of programs, District procedures, and services.
- Receives, researches and prepares responses to correspondence. maintains records and database of employee safety and emergency response training.
- Determines employee safety and emergency response training needs.
- Delivers presentations to various groups, inside and outside the agency.
- Represents the District to outside agencies and organizations.

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- Participates in outside community and professional groups and committees.
- Represents the District in safety and emergency response inspections.
- Develops, updates, and implements legally compliant district-wide safety programs and training.
- Coordinates all safety related testing and medical examinations.
- Conducts periodic inspections of facilities and operations to identify safety hazards.
- Investigates accidents and injuries, prepares and submits required reports.
- Recommends corrective actions to potentially hazardous work methods to comply with safety regulations and prevent injuries.
- Manages regularly scheduled safety meetings.
- Acts as the lead of the District Safety Committee.
- Coordinates with the Director of Operations, and Treatment and Distribution Supervisor, to update and administer the District's Chlorine System Risk Management Plan at Stafford Lake Water Treatment Plant.
- Manages emergency response and recovery efforts in response to all types of emergencies; Coordinates with emergency responders and outside agencies in the event of an emergency.
- Develops policies to be followed in an emergency or natural disaster.
- Conducts emergency response assessments to evaluate disaster preparedness and make recommendations to improve efficiency and readiness.
- Develops and implements a multi-year Training and Exercise Plan that incorporates the District's Emergency Response Plan (ERP) and Stafford Dam Emergency Action Plan (EAP) elements.
- Identifies threats, risks, hazards, and vulnerabilities to District facilities and infrastructure in coordination with the Engineering, Utilities, Operations departments.
- Coordinates with Director of Operations to update, administer and implement the District's ERP.
- Coordinates with District departments and leads periodic updates to the District's Annex in the Marin County Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP).
- Reviews, updates, and submits Hazardous Materials Business Plans (HMBPs) for all District facilities that store hazardous materials through the California Environmental Reporting System (CERS).

OTHER DUTIES

- Assists in implementing safety and emergency response work documentation through Asset Management work orders.
- May assist District management with safety-related issues such as physical security, ergonomics, and worker's compensation investigations.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class):

Education/Experience

Sufficient education and experience in safety and emergency management to perform the duties of the Safety and Emergency Manager.

Minimum Qualifications - Possession of a high school diploma, or equivalent, supplemented with relevant specialized training in safety management (OSHA courses) and/or emergency management (FEMA, NIMS, SEMS courses) and five (5) years' experience in the water, wastewater or utilities industries.

Desired Qualifications - Possession of a bachelor's degree from an accredited college or university with major course work in industrial engineering, safety engineering, occupational health, business administration or related field; or full-time professional work experience in workplace safety which includes seven (7) years' experience in water, wastewater or utilities.

Knowledge/Skill/Ability (The ideal candidate will have the knowledge of and ability to):

Knowledge of:

- The roles and responsibilities of emergency management including mitigation & prevention, preparedness, response and recovery phases;
- Cal/OSHA and Fed/OSHA regulations and requirements; current safety practices, construction safety orders, mandates and relevant trends related to injury and illness prevention;
- Incident command systems and incident management;
- The fundamentals of employee training;
- Conditions that lead to major emergencies;
- Principles and practices of program management;
- Incident investigation practices; cybersecurity threats.

Ability to:

- Evaluate and update policies and procedures;
- Interpret laws and regulations related to safety and emergency management;
- Provide current and compliant safety training to employees on a variety of topics;
- Evaluate specific jobs to identify specific job hazards;
- Exercise initiative, good judgment, tact, and discretion, as well as excellent interpersonal skills;
- Maintain a variety of sophisticated spreadsheets and accurate records;
- Problem solve and communicate effectively; manage and complete a variety of tasks and assignments concurrently;
- Analyze, evaluate and assess program effectiveness;
- Work effectively under pressure and meet deadlines;
- Apply a high degree of independent judgment;
- Read and interpret complex and often conflicting plans, specifications, laws, regulations, rules and policies;
- Prepare clear/concise written reports, memoranda, procedures and correspondence;
- Speak clearly, concisely, and give public presentations;
- Effectively train others in front of an audience;

- Establish and maintain productive work relationships with a variety of people contacted in the course of work.

License/Certificate

Possession of a valid DMV Class C California driver's license.

Possession of a California Drinking Water Operator Certification Program (DWOCP) Grade D2 Water Distribution Operator Certificate or possession of a DWOCP Grade T2 Water Treatment Operator Certificate.

Possession of a DWOCP Water Treatment Operator T3 or higher, or possession of a DWOCP Water Distribution Operator D3 or higher is desired but not required.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

This position requires the following working conditions and physical requirements

Mobility: Ability to work in an office setting with prolonged periods of sitting, standing, twisting, bending, and reaching. Fieldwork includes walking on various surfaces, kneeling, bending, stooping, squatting, turning, lifting, climbing, twisting, and reaching.

Manual Dexterity: Frequent use of both hands for simple and power grasping, fine manipulation, and coordinated movements. Tasks may involve operating office and field equipment, specialized instruments, and tools, requiring repetitive arm/hand movements and coordination of multiple limbs.

Physical Activities: Ability to use arms above the shoulder, walk on level and slippery surfaces, climb, balance, stoop, kneel, and crouch. Works outdoors in all weather conditions, climbing ladders, working in confined spaces.

Computer Use: Proficiency in retrieving data using a computer keyboard.

Vision: Near and far vision for visual checks of facilities, reading plans, reports, and using a computer.

Sensory Abilities: Use of smell and hearing to detect odors and mechanical equipment conditions.

Hazard Exposure: Potential exposure to electrical and mechanical hazards, hazardous chemicals, and contaminants. Work around moving equipment.

Driving: Ability to drive a vehicle, including a four-wheel drive on dirt roads in varying weather and road conditions.

Work hours: Include various evening meetings including regularly scheduled Board meetings; overtime, weekends, evenings, and holidays as required to accommodate the District's needs.

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."