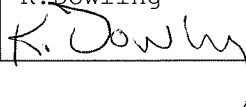


NEW JERSEY
WATER SUPPLY AUTHORITY
JOB DESCRIPTION

NJWSA Approved
10/11/24
K. Dowling


Title: Safety Coordinator WSA

DEFINITION

Performs work of above average difficulty requiring the frequent use of independent judgment involved in the administration of the Authority's safety program and related policies and procedures. Assists in the administration of risk management programs and special projects. Will be required to perform the duties of the job on an emergent basis, outside of normal work hours, as needed. Performs related work as required.

Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in the job description. Conversely, not all duties performed on the job may be listed.

EXAMPLES OF WORK

Conducts safety inspections and requests the correction of unsafe conditions. Ensures compliance with OSHA, PEOSHA, and other legally required safety standards and reporting requirements, including OSHA 300 reporting. Conducts investigations of on-the-job accidents/injuries, vehicular accidents and property damage incidents, etc. and reports findings. May be required to transport employees to medical treatment. Promptly informs immediate supervisor and appropriate staff of all significant and/or unusual safety related occurrences and events. Prepares verbal or written reports of safety investigations containing findings, conclusions, and recommendations regarding the safety program.

Advises Management in matters pertaining to policy, technical procedures and administrative matters. Reviews and updates existing policies and procedures for management review to ensure regulatory compliance and up-to-date commonly accepted safety practices. Prepares correspondence related to safety matters. Reviews, processes and files Accident/First Aid Reports. Attends and/or conducts Authority and Site Safety Committee meetings. Analyzes accident trends and reports findings internally or to outside organizations such as the NJ Department of Labor, or the AWWA, as required.

Develops and administers the Safety Unit budget, makes and carries out plans for utilization of available funds, personal safety equipment, materials and supplies. Manages safety & first aid supplies inventory by: determining needs; authorizing and making purchases; maintaining storage of supplies; processing supply requests and distributing supplies as needed. Assists O&M staff with reviewing inventory of PPE supplies, and ordering supplies through the Safety budget and O&M budget. Includes items such as tripods, SCBA tanks, respiratory masks and filters, harnesses, electrical gloves, etc. Recommends the expenditure of funds for safety equipment. Purchases and distributes various safety devices, personal protective equipment/apparel, supplies, educational and/or motivational materials, signs and safety related training materials.

Oversees the Confined Space Entry Program and may be responsible for acting as a Permit Required Confined Space Entry Supervisor under the Authority's confined space policy. May be required to conduct pre-entry meetings. Also assumes the role(s) of attendant, air quality tester, or entrant if required. Ensures compliance with Program requirements; reviews information on "entry permit" forms; authorizes entries; acts as Confined Space Rescue Coordinator/Instructor; etc. Safety Coordinator shall also be responsible for formal evaluation of confined spaces, including reclassification, and ensuring implementation of confined space and lockout/tagout protocols.

Administers the Respiratory Protection Program: coordinates pulmonary function examinations for appropriate Authority employees and maintains confidential medical records of same, and performs "fit" tests for all employees in the respiratory protection program. Coordinates/administers the Fire Extinguisher Program: recommends, purchases, and supervises the maintenance or replacement of fire extinguishers and fire alarms. Coordinates and administers the Vehicle Safety Inspection Program: provides forms; reviews completed forms; and ensures necessary vehicle safety repairs are completed. Ensures compliance with Hazard Communication and Right to Know law: oversees the identification and labeling of containers of substances and obtains and maintains Material Safety Data Sheets. Prepares required surveys, forms, and reports.

Coordinates the Safety Suggestion Program: receives suggestions and evaluates the merit of suggestions in consultation with applicable department manager/supervisor. Monitors implementation of suggestion and responds to suggester. Administers the Safety Incentive Program including the recommendation and purchasing of awards. Maintains accurate records of distribution of Safety Incentives and Safety/NJWSA logo apparel.

Schedules, coordinates, accompanies, and assists in the conduct of safety inspections by: OSHA; PEOSHA; DCA; DOL; insurance carrier(s); or other authorized safety inspectors. Monitors and reports inspection findings and coordinates the implementation of corrective or remedial actions. Prepares related correspondence with such outside agencies as needed. Acts as liaison with various safety organizations and attends meetings, exchanges safety ideas and information, etc.

As needed, presents OSHA, PEOSHA and other legally required safety-training programs (e.g., Right To Know, Lockout/Tagout, etc.). Identifies training needs as needed or as directed, acts as trainer/instructor on safety and related operational subjects by recommending, developing, scheduling, and presenting in-service training programs (e.g. First Aid, CPR, Defensive Driving, etc.).

Tracks dates and required renewals of training and maintains accurate training records. Maintains inventory of all safety and certain other audio-visual training materials. Conducts safety training for and testing of various equipment.

Maintains current knowledge of and analyzes safety related laws and regulations and prepares reports including recommendations regarding compliance needs, etc. As needed, individually, or as part of a committee, determines and takes the lead in conducting studies/surveys to resolve emergent safety issues pertaining to general and/or specific safety programs and problems. As directed, conducts investigations of public liability matters and complaints made by the public or public agencies, etc. and reports findings.

Arranges the analysis and removal of hazardous waste products from Authority locations. Develops scope of projects; analyzes and selects vendors; coordinates related actions and observes and reports on completion of work.

Maintains a wide variety of files and records in support of safety activities, including confidential medical files. Utilizes computers in the performance of work, including but not limited to: the calibration of the confined space meters, maintenance of digital records of service to safety/PPE and safety related equipment, employee training records, and essential records and files.

Oversees operational activities in coordination with O&M staff, inclusive of but not limited to stop log operations, heavy equipment and vehicle use, lockout/tagout of mechanical and electrical infrastructure for all Authority facilities. As needed, directly supervises the performance of work to ensure adherence to the Authority's Safety Program and on-the-job safety practices, inclusive of Confined Space Entry, Lockout/Tagout, respiratory protection, and fall protection. Visits and monitors work sites related to all departmental locations and employees, including Clinton, Manasquan, the Canal, Pump Station, and Watershed on a regular basis. Is physically present to supervise work tasks that have inherent safety risk. Is responsible for compliance by Authority staff and self with safety policies and procedures and adherence to safe methods of job performance.

REQUIREMENTS

Education and Experience: A high school diploma or an equivalency certificate is required, plus a two (2) year Associate Degree or satisfactory completion of sixty (60) credits in an accredited four (4) year degree program (preferably including the study of industrial hygiene and industrial safety) plus at least two (2) years' experience in the ongoing administration/operation of industrial safety programs. Alternatively, a minimum of four (4) years industrial safety experience with no college coursework is acceptable. OSHA 30 certification before completion of Working Test Period is required.

License & Certificates – Safety Certification / Credentials by a nationally recognized organization such as the Board of Certified Safety Professionals (BCSP) is preferred. Must possess a valid motor vehicle operator's license. Must possess and maintain current American Red Cross, National Safety Council and other instructor certifications including but not limited to: First Aid & Cardio Pulmonary Resuscitation (CPR); Powered Industrial Truck Operations, Defensive Driving; Flagger Training Programmer; etc. as needed. OSHA Authorized General Industry Trainer preferred. Confined Space Certification (by OSHA) preferred.

Considerable Knowledge Of: the operation and administration of industrial safety programs; and of OSHA, PEOSHA, and other safety standards; safe work methods and the equipment used by all departments; advanced computer skills including scheduling, record keeping, reporting, PDF editing, and typing; excellent communication skills including writing, presentation and training.

Basic Knowledge Of: principals & methods of arithmetic; testing, calibration and servicing of confined space meters and all other safety equipment for confined space entry. Also knowledge of all PPE used for every job type at the Authority. Thorough knowledge of the requirements of Public Employees OSHA for the safety of employees in the workplace, confined space entry, lockout/tagout procedures, respiratory protection, and fall protection.

Ability To: acquire wide knowledge of the operational facilities and equipment, etc. used by all Authority work units; understand plan specifications, reports and data related to the construction and operation of water supply facilities; prepare charts, diagrams, graphs, sketches, plans, written reports, and correspondence; communicate, establish and maintain cooperative working relationships with representatives of municipal, county, state, and federal governments, industry, co-workers, and others concerned with the Authority's water supply facilities; conduct investigations and studies of accidents, property damage incidents, etc.; conduct research on safety topics; present safety and related training programs; perform arithmetical calculations; perform all assignments safely by following job safe procedures and Authority Safety Policies and Procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment, as needed; and develop appropriate work programs and procedures; drive to various sites and conduct and direct field inspections; recognize safety hazards; and to read, write, speak and understand English sufficiently to perform the duties of this position. American sign language or Braille may also be considered as acceptable forms of communication. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 19:

Forty (40)

SALARY RANGE 21:

If in possession of a suitable Safety and Health Occupational Certification and at least 3 years of Safety Coordinator experience, or a bachelor's degree in Occupational Safety and Health or related field of study. Suitability of certification coursework is subject to review and approval by management.