

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **SAFETY / RISK OFFICER**

GRADE LEVEL: M9

SUPERVISOR TITLE: Director of Human Resources

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA



DEFINITION

Under general direction, plans, organizes, administers and coordinates a wide variety of professional level duties in support of safety and risk management programs for Rancho California Water District (District)

CLASS CHARACTERISTICS

This is a professional classification with responsibility for performing a full range of duties related to the District's safety and risk management programs. Because employees at this level are expected to be fully trained and competent, positions assigned to this classification require significant previous work experience and training in the appropriate field. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following):

-  Plan, develop, coordinate, and implement the safety, health, and security programs, policies and procedures (including RCWD's safety manual and Injury and Illness Prevention Program SB198)
-  Applies technical and professional expertise in the review and evaluation of safety and health legislation and regulations which may impact operations, and manages recommendations for appropriate responses to industry and regulatory agencies

- ✎ Assist with RCWD's risk programs (including risk management and loss control; risk assessment; risk transfer compliance; workers compensation; property and liability insurance programs); work with the Association of Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) regarding risk management visit and inspection reports and process insurance premiums
- ✎ Manage the District's workers' compensation program; develop and recommend program design and oversee the investigation of accidents and injuries and the evaluation of claims; coordinate workers' compensation injury management and programs to minimize lost time injuries
- ✎ Develop and administer the District's safety and health program to include emergency management, disaster preparedness and hazardous material management programs
- ✎ Develop, recommend and administer the safety and risk management budget
- ✎ Assist with processing and investigation of District claims; collaborate with necessary departments to assess liability and property claims
- ✎ Respond to the scene of serious accidents or injuries; participate in conducting a thorough investigation and analysis of the conditions and circumstances surrounding the accident or injury; review and evaluate employee accident and injury reports, recommend remedial action and follow up to ensure appropriate action is taken
- ✎ Perform periodic audits and inspections and monitor worksites and workplace for exposure to potential health and safety hazards
- ✎ Develop and coordinate mutual aid agreements with other agencies and adjacent counties; organize and coordinate local training for public safety first responders; ensure the Emergency Operations Center (EOC) is staffed with knowledgeable qualified personnel and make training and exercises available to these personnel
- ✎ Monitor program compliance with laws, rules and regulations related to provision of emergency preparedness and related services
- ✎ Conduct emergency management training within District departments and outside agencies; write and revise emergency plans; apply technical and professional expertise in the review and evaluation of safety and health legislation, and regulations which may impact operations and manages recommendations for appropriate responses to industry and regulatory agencies.
- ✎ Coordinate District-wide health and safety training program and activities including CPR, AED and First Aid Training; trouble shoot safety concerns; manage all aspects of the District's Safety and Human Resources on-line training program
- ✎ When warranted, coordinate with contract security, vendors, and others to ensure adequate, safe, and cost effective security forces are provided
- ✎ Coordinate assigned activities and services with other District staff, and outside agencies
- ✎ Research and remain knowledgeable on laws, legal issues, and legislation in order to update, develop and create new codes, regulations, policies and procedures

- ✎ Respond to difficult and/or sensitive citizen and employee safety complaints and inquiries
- ✎ Develop and maintain an OSHA compliant record keeping system, and documentation for work related injury or illness, safety training, and complete related reports and track pertinent certifications
- ✎ Chair the Safety (Loss Prevention) Committee; facilitate and coordinate meetings and minutes
- ✎ Recommend goals, objectives, policies, procedures and evaluate programs that identify major areas of risk
- ✎ Function as liaison and coordinator between claimants, staff, insurance companies, third party administrators, etc.
- ✎ Review vulnerability studies and recommend appropriate action or implementation of findings
- ✎ Act as contact person and liaison for Riverside County Emergency Management Department; coordinate with appropriate management preparedness agencies such as the California Office of Emergency Services (CAL- OES), California Water/Wastewater Agency Response Network (CALWARN), and Emergency Response Network of the Inland Empire (ERNIE)
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ State, federal and local occupational, environmental safety and health laws applicable to public agency/waterworks
- ✎ Risk management and loss prevention principles, practices, theories, laws and regulations
- ✎ Injury and Illness Prevention Program (SB 198)
- ✎ Workers' Compensation administration, policies, procedures & regulations
- ✎ Property and liability insurance administration
- ✎ Training techniques
- ✎ Principles of modern business practices, including budgeting, contract administration, analysis methods, and report research and writing
- ✎ Principles, practices, and methods of supervision and staff development
- ✎ Methods and techniques for research and report presentation
- ✎ Cal-OSHA Regulations
- ✎ English usage, including grammar, spelling & punctuation
- ✎ Basic knowledge of photography is required

Ability to:

- ✎ Provide administrative and professional leadership in risk management and loss prevention programs
- ✎ Develop and conduct training sessions
- ✎ Develop and implement risk and safety programs, including goals, objectives, policies and procedures
- ✎ Operate a personal computer including word processing, graphic presentation, spreadsheet, and desktop publishing programs and related software applications
- ✎ Coordinate and monitor third party contracts
- ✎ Prepare, review and process claims
- ✎ Review and analyze insurance policies
- ✎ Maintain records and reports
- ✎ Communicate and possess effective interpersonal skills to interact with coworkers, supervisor, the general public, etc., to exchange or convey information and to receive work direction; Establish and maintain effective working relationships with others
- ✎ Organize, prioritize and work on simultaneous assignments with attention to schedules and deadlines
- ✎ Prepare clear and concise reports (both orally and in writing) including memoranda and correspondence
- ✎ Establish and maintain effective working relationships with others
- ✎ Exercise independent judgment and function effectively in a variety of difficult situations
- ✎ Offer helpful information in order to create and maintain a favorable public image for the District
- ✎ Comply with the District's Safety, Health and Environmental policies
- ✎ Use audio/visual equipment

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: A minimum of four years' experience in administering risk and safety/security programs

Training: Bachelor's Degree in Occupational Safety and Health, Public Administration, or a related field, and four years' experience in administering risk and/or safety/security programs, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licenses and Certificates:

- ✎ Valid California Class C Driver's License, required
- ✎ First Aid & CPR Certified Instructor is desirable
- ✎ Certified Safety Professional (CPS) is desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

Physical Requirements

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ Regular attendance

Environment

- ✎ Work in a temperature controlled office environment with moderate noise.
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

OTHER REQUIREMENTS

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position may be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date