



Internal/External Employment Opportunity

JOB TITLE: Safety and Risk Manager

JOB STATUS: Exempt

PAY RANGE: \$6,811 - \$9,167 per month, dependent on qualifications

CLOSING DATE: Open Until Filled, First review on Friday, August 8, 2014

DUTIES: Under the general direction of the Director of Engineering and Operations, the Safety and Risk Manager performs professional level safety and risk management activities, including developing, coordinating, implementing and maintaining comprehensive safety and occupational health programs designed to prevent injury or occupational illness. Incumbent develops written procedures, reports, and compliance programs; provides safety training programs; coordinates the District's workers' compensation, public liability and property insurance programs; and develops hazardous materials/waste management systems designed to protect employee safety.

Incumbent will be responsible for developing and maintaining safety policies, procedures, manuals and educational materials; keeping abreast of trends and developments in Safety and Accident Prevention fields; monitoring current federal and state Occupational Safety & Health laws (OSHA & Cal/OSHA) for compliance; attending safety training seminars and developing programs to implement required changes; surveying District facilities and equipment to determine compliance with local, state and federal safety regulations; conducting noise level surveys, air sample surveys and airflow measurements; identifying unsafe conditions and practices and establishing effective corrective actions. The incumbent will also be responsible for counseling District departments concerning the design of District facilities involving storage of hazardous materials, employee work areas, security and compliance with other state and federal standards; conducting periodic audits on all safety and health programs throughout each department and organizing the District's Safety Committee.

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Safety and Risk Manager**

QUALIFICATIONS: A high school diploma or equivalent certificate is required; five years of increasingly responsible experience in developing or administering employee health and safety programs and risk management administration required; experience in a water utility, wastewater agency, or in the construction industry is highly desirable; Certified as a Safety Professional, Industrial Hygienist and/or an Occupational Health and Safety Technician is desirable; ability to effectively write letters and prepare staff reports using correct spelling, grammar and punctuation; and possession of a valid California driver's license and maintenance of a safe driving record.

PHYSICAL REQUIREMENTS: Position requires occasional stooping, bending, climbing, reaching, and the ability to carry and lift materials weighing up to 40 pounds; sitting, walking and/or standing for extended time periods; regular use of the telephone for communication; operation of office equipment such as computers, copiers and facsimile machine; hearing and vision required to be within normal ranges. Position requires travel by automobile to conduct District business. In addition, this position requires oral communication with the Board of Directors, District management, staff, and the public in face-to-face, one-on-one and in group settings.

APPLICATION PROCEDURE: Internal Candidates: Please obtain a job bid form from the Human Resources Department.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com.

Completed job bid forms and applications must be received in the Human Resources Department by 5:00 p.m. on Friday, August 8, 2014 to be considered in the first review of applications.