

## **Goleta Sanitary District Job Description**

**Job Title:** Safety and Regulatory Compliance Coordinator  
**Department:** Laboratory  
**Reports To:** Environmental Services Manager  
**FLSA:** Non-Exempt (Non-Salary)

### **SUMMARY**

Under direction of the Environmental Services Manager, assists with the activities of Collections, Plant Operations and Laboratory Departments including establishing, implementing and monitoring District-wide safety programs in accordance with the District's Injury and Illness Prevention Program, and State and Federal regulations; assists and coordinates the implementation and planning of, and training in District-wide safety policies and programs including industrial, occupational health, operations, safety education, safety inspections, and accident prevention.

Assists and coordinates activities associated with the District's Storm Water program. Assists with the filing and maintenance of records relating to regulatory compliance for all Federal, state, and locally mandated requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assists Environmental Services Manager in determining appropriate safety standards, managing and developing training programs, investigating work-related accidents and injuries, and implementing Illness and Injury Prevention Programs (IIPP). Performs various work tasks relating to regulatory agency issues including permitting and regulatory compliance. Assists in the oversight of all safety and accident prevention programs.

Some examples of essential duties may include, but are not limited to the following:

- Administers assigned safety and occupational health programs; develops, recommends and implements safety concepts, guidelines and procedures to protect employee health and safety while ensuring compliance with applicable safety standards, regulations and mandated laws.
- Recommends, develops, coordinates, and implements safety education programs and instructional training materials and on-site or classroom type training on a wide range of safety-related matters such as first aid, equipment operation, and other subjects. May oversee and/or conduct training classes and presentations; explains and interprets policy and procedures.
- Works closely with employees to maintain continual safety awareness and compliance with safety and occupational health policies and procedures; consults with District management personnel in support of safety program requirements; coordinates activities and/or discusses safety and health issues with contractors, vendors, public safety personnel, and with state and Federal agencies such as Cal-OSHA and OES.

- Reviews policies and practices for compliance with all Federal and state industrial safety and security codes, regulations, and standards; provides consultation to management personnel regarding safety and security practices.
- Coordinates and assists with the preparation of monthly, quarterly and annual safety meetings; advises departments of impact of safety and security initiatives, disseminates information on safety principles, regulations, standards, and methods.
- Assists with the development and execution of training exercises and drills for the education of all employees. Coordinates with local law enforcement agencies to provide and strengthen a close security partnership and implements protocols for joint training exercises.
- Investigates work-related accidents and injuries, determines causes and recommends corrective action to prevent recurrence.
- Compiles monthly and annual statistics, prepares and presents written and verbal reports; assists with written safety standards and policies.
- Assesses risk factors and develops and implements prevention and mitigation plans that reduce risk in an effective and efficient fashion.
- Acts as the District's designated safety representative.
- Applies technical and professional expertise in the review and evaluation of safety and health legislation and regulations which may impact operations, makes recommendations for appropriate responses to industry and regulatory agencies.
- Assists with the development of comprehensive disaster response procedures to effectively prepare to respond and recover from disaster threats.
- Operates computer system utilizing word processing and spreadsheet programs.
- Identifies budgetary needs and participates in the preparation of the District's safety budget; evaluates, analyzes safety expenditures, recommends and provides input on vendors pricing and services.
- Assists with laboratory operations and analyses when necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge Of:**

Federal, state and local laws and regulations pertaining to wastewater collection and wastewater treatment systems; safety precautions required when working with laboratory equipment, chemicals, machinery, and toxic wastes.

Principles and practices of industrial and occupational health and safety program management; Federal, state, and local laws (OSHA, CAL-OSHA), ordinances, rules and regulations governing workplace health and safety compliance; principles and practices of budget preparation and management; principles and techniques of employee training; report preparation; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; methods of assessing safety hazards and

controls; hazardous materials storage and transfer procedures; emergency preparedness activities; Federal and state safety regulations research methodology, report writing, and basic statistics, Federal and state regulations relating to wastewater treatment, principles and techniques of accident prevention.

**Ability To:**

Conceptualize, develop, plan, organize, prioritize and promote comprehensive health, safety, and physical security programs; on a continuous basis, know and understand all aspects of the job; act quickly and calmly in emergency situations; explain District policies and procedures and enterprise risk management concepts and practices to the general public, consultants, and District staff; develop and recommend policies and procedures; prepare reports and manuals interpreting and summarizing technical and/or complex health, safety, and physical security information for use; identify, plan, conduct or provide for training of District staff in a variety of safety, health and other risk management related areas; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work.

Interpret and apply applicable Federal, state, and local laws, codes, and regulations; compile, evaluate, and interpret data from multiple sources.

**EDUCATION and/or EXPERIENCE**

A high school diploma is required. An associates science degree with major coursework in Biology, Chemistry, Environmental Science or related discipline is desirable. One year laboratory experience is required and one year of experience related to the job description is desirable. An equivalent combination of education and experience may be considered.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, business owners and managers, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of highly technical government regulations and deal with several abstract and concrete variables. Ability to independently organize and draft correspondence.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Ability to obtain a HazWOPER 40 hr. certification required within 6 months of hire.

Possession of, or ability to obtain a valid California Class C driver's license with a satisfactory driving record at time of appointment.

Ability to obtain a California Water Environment Association Laboratory Analyst Grade I certificate within 18 months of hire.

Ability to obtain an American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) certificate.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly required to talk or hear.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.