



## **JOB DESCRIPTION**

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**TITLE: SAFETY COORDINATOR**  
**STATUS: Non-Exempt**  
**GRADE: 15**

### **JOB SUMMARY:**

Responsible for coordinating and administering all aspects of occupational health and safety for the District. Essential duties include the implementation and maintenance of District-wide safety policies and practices; assisting departments in developing and implementing department-specific safety programs; performing safety and Commercial Driver's License training; managing the District Commercial Driver's License certification and testing program; managing the District Worker's Compensation program and maintaining all records for occupational health safety programs.

### **REPORTING RELATIONSHIPS:**

The position reports to the Administrative Manager in Maintenance and Operations. The position does not supervise other positions but does provide coordination for safety -related issues to all District employees.

### **ESSENTIAL DUTIES**

#### **Include the following:**

- Develops, coordinates, and advises management regarding the implementation of all policies, procedures, guidelines, rules, and plans related to the safety program and Accident Prevention Plan (APP), Hazard Communication Plan (utilizing the Globally Harmonized System (GHS)), Worker Right to Know, and all other District accident/illness prevention programs;
- Ensures integrity of the safety program by reviewing various aspects of the program to ensure compliance with all District policies and relevant laws and regulations;
- Develops, conducts, and/or coordinates with vendors to provide all safety training including first aid/CPR, confined space entry, hazard communication, lifting, forklift operation, trenching, operating power equipment and other relevant topics.
- Maintains all safety training records in compliance with District policies, state and federal regulations, in coordination with Human Resources;
- Makes regular site visits to ensure safe methods of work are performed, coaches on safe methods of work, and reinforces occurrences of safety in the field;
- Inspects and maintains safety related equipment, and works with supervisors and vendors to ensure it is working properly;
- Conducts safety and accident inspections and investigations; compiles and analyzes data to prepare reports containing findings and recommendations for mitigating hazards; identifies trends in evaluating the effectiveness of existing programs and activities to develop and recommend new and revised programs and procedures; coordinates with the supervisor and Human Resources on investigations as necessary;

- Coordinates with Human Resources regarding on-the-job incidents or accidents and coordinates the return to work program;
- Develops and coordinates the Department of Transportation Commercial Driver's License drug and alcohol testing program as well as the District pre-employment and reasonable suspicion testing programs, including coordinating with vendors and supervisors to administer monthly random drug and alcohol tests;
- Maintains, develops, and organizes relevant records for the District's occupational health and safety program, including developing all necessary forms and related documents, tracking safety training records and employee training logs, maintaining a filing and archive system and ensuring confidentiality of employee records;
- Assists in preparing and administering safety budget; and
- Performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Federal and state safety standards and regulations, including OSHA and WISHA;
- Safety equipment function;
- Industrial first aid, CPR, high risk accident prevention, back injury prevention, eye safety, hearing conservation, chemical exposure and Safety Data Sheets (SDS), and confined space;
- Computer and software applications, including Word and Excel;
- Classroom instruction and training techniques;
- Safety and loss control principles, practices and procedures; and
- Accident reporting procedures.

#### **Skills in:**

- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction;
- Public speaking and presentation skills required to deliver training sessions to large groups of people.
- Organization and multi-tasking;
- Maintaining required records and preparing necessary reports and other written materials;
- Maintaining strict confidentiality regarding employee records and other personal information;

#### **Experience/Education:**

A typical way to obtain the knowledge and abilities would be five years of related experience in occupational health and safety and one year of schooling or training outside of a high school diploma or equivalent. Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

#### **Licensing Requirements:**

Possess and maintain Valid Washington Driver's License.

**WORKING CONDITIONS:**

Work is performed in an office environment with frequent trips to work sites throughout the District. The employee is exposed to a variety of hazards such as working around heavy equipment and is exposed to dust, fumes, grease, and inclement weather conditions when working in the field.

**PHYSICAL REQUIREMENTS:**

Ability to operate a computer, telephone, camera and other standard office equipment. Ability to speak and project sufficiently to deliver training sessions to employees. Ability to communicate with employees, contractors, vendors and external rate-payers. Ability to traverse uneven ground at work sites and other District sites. Ability to ascend/descend stairs and ladders at District facilities and work sites. Frequently works outdoors in all weather conditions to perform field inspections and accident investigations.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: December 11, 2006

Title Change: July 2, 2007

Revised: February 7, 2011 (Pay Grade adjustment from 16 to 15 as per 2010 Salary Study)

Revised: August 5, 2019 (Emergency Preparedness duties removed)