JOB DESCRIPTION

Coachella Valley Water District  

Date: July 2005

TITLE: Environmental Safety Specialist  
SECTION: Administration

DEPARTMENT: Claims & Safety  
SRN 30:

REPORTING RELATIONSHIP:
Reports to: Supervisor, Claims & Safety

DEFINITION: Under general supervision, implements programs and projects designed to ensure compliance with environmental, workplace health and safety, and emergency preparedness regulations and local standards and protocols; assists in developing and evaluates the results and impacts of field techniques and work site strategies to address emerging issues in any of the above listed areas; and performs related duties as required.

ESSENTIAL FUNCTIONS:

1. Prepares and reviews a wide variety of technical studies and reports to meet District and regulatory agency requirements.

2. Conducts inspections of District facilities, property, materials, and equipment for compliance with state and federal regulations relative to environmental and worker health and safety; issues reports of inspection findings; develops new or revises existing standards and procedures for meeting worksite compliance with environmental and workplace health and safety regulations.

3. Conducts general and specific training for employees to promote a safe and healthy work environment; assists in developing new formats and content for use in educating District staff on compliance procedures for new or revised regulations relating to environmental and workplace health and safety issues.

4. Develops and maintains environmental compliance and workplace health and safety filing and tracking systems for regulatory reports and required permits.

5. Responds to and investigates environmental and workplace health and safety complaints and incidents; prepares detailed reports and recommends corrective action and preventative strategies; provides information and technical assistance to regulatory agencies and concerned public and private organizations in resolving environmental issues.

6. Assists in or prepares updates for plans (e.g., hazardous materials, EPA risk management plans, and spill prevention), permit applications and related documentation.

7. Represents the District to regulatory agencies and public and private organizations; presents oral and written comments at public workshops.
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ESSENTIAL FUNCTIONS (Cont.):

8. Remains abreast of current and proposed environmental and workplace health and safety regulations, standards and policies; makes recommendations on District compliance with proposed laws and regulations.

9. May participate in some or all phases of contract administration including locating service providers, explaining and preparing scope of service agreements and contracts, recommending budgets and schedules, tracking and recommending expenditures authorization, and providing technical guidance and direction to assigned consultant or contract staff during the project.

10. Monitors the District’s universal waste program for compliance to local, state, and federal regulations.

11. Prepares or assist in preparing manifest for hazardous waste, universal waste, or hazardous materials being hauled off site or to other district facilities.

12. Performs related work as assigned.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Two years of experience in either or a combination of workplace health and safety including accident prevention evaluation investigation and safety training, environmental compliance investigation and reporting, or enforcement of regulations which involved the review of water wastewater processes.

Knowledge of:
- Federal, State, and local environmental, workplace health and safety.
- Emergency preparedness laws, rules, and regulations.
- Industry standard principles and practices used in emergency operations communications and emergency response to hazardous chemical spills.
- Instrumentation, air emissions monitoring equipment.
- Procedures to follow in conducting environmental and workplace health and safety investigations, research, and studies including solids sampling.
MINIMUM QUALIFICATIONS (Cont.):

Knowledge of (cont.):
- Basic computer programs (i.e. Excel, Power Point, Word)

Ability to:
- Recognize, research, survey, and identify mitigation and remedial strategies for, and train a wide variety of District staff in, issues of environmental hazards containment and workplace safety as encountered in facilities and worksites throughout the District.
- Prepare clear and concise training materials, study reports of inspection findings, and detailed workplace procedures for District staff to follow.
- Read, interpret, explain to staff, and apply compliance requirements to specific environmental and workplace health and safety issues encountered or reported by field staff.
- Maintain effective working relationships with those encountered in the course of the work.

Education: Completion of four years of college with a Bachelor’s degree is desirable. College courses in environmental science, industrial hygiene, safety engineering, chemistry, biology, toxicology, or a closely related field preferred.

PHYSICAL REQUIREMENTS:

1. Drives District vehicle to other District facilities. Driving: Moderate.

2. Operates a computer workstation and uses a telephone.

3. Walks to claim and accident sites over rough terrain. Will climb ladders and climb into trenches.

4. Will work outside in all types of weather conditions including wind, heat, rain, and dusty conditions.

5. Must be able to pass fitness exams related to wearing respirators and HazMat exam for Class A protection.

6. Must be willing to work overtime and standby as needed.

See Human Resources for physical assessment form.