JOB DESCRIPTION

Coachella Valley Water District Date: June 2005

TITLE: Supervisor, Claims and Safety SECTION: ADMINISTRATION

DEPARTMENT: Claims & Safety

REPORTING RELATIONSHIP:

Reports to: Director of Business and Technology

Supervises the following positions: Training and Safety Specialist, Claims/Safety Assistant, Environmental Safety Specialist

DEFINITION: Under general direction, plans, organizes, coordinates and implements comprehensive safety and security management programs for the District; takes action to ensure compliance with safety, health and environmental safety regulations and requirements; advises District managers on security issues and safe work methods and practices and the elimination of environmental hazards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The incumbent is responsible for developing and administering, with the cooperation of department directors and managers, comprehensive District claims, safety and security programs in compliance with federal and state law and regulations and in a manner consistent with sound human resource management principles. The incumbent supervises a small claims, safety and security unit and performs key elements of the work.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, controls, integrates, and evaluates the work of assigned staff.

2. With staff, develops, implements, and monitors work plans to achieve goals and objectives of employee health and safety programs, including industrial safety, occupational health and safety, fire protection, traffic safety, hazardous materials and environmental hazard abatement, to ensure compliance with the District safety ordinance and all federal and state laws and regulations for employee occupational health and safety.

3. Develops security programs, strategies, and solutions designed to provide employees with a safe and secure work environment and to limit loss or damage to District property.

4. Develops, recommends and implements policies, procedures and programs to comply with regulatory requirements and to reduce incidents of employee accidents and injuries.

5. Advises District management on the design and implementation of safety and security programs

6. Monitors safety and security program compliance through review of accident and injury reports, field visits and safety committee reports and suggestions;
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ESSENTIAL FUNCTIONS (Cont.):

7. Provides day-to-day leadership and works with staff to ensure a customer service-oriented work environment.

8. Conducts special and periodic inspections of District facilities and operations to identify security, safety, and environmental hazards.


10. Coordinates with contract security force, vendors, and others to ensure that adequate, safe, and cost-effective security services are provided.

11. Supervises and participates in the investigation, administration and settlement of claims filed against the District. Formulates findings and develops recommendations for action an adjudication of claims for approval by top management and the board.

12. Responds to the scene of a serious accident or injury requiring a police report; participates in conducting a thorough investigation and analysis of the conditions and circumstances surrounding accident or injury; develops findings and recommendations.

13. Prepares or advises on the development of security-related equipment; periodically checks on the operation or use of safety and security-related equipment to ensure compliance with District expectations.

14. Monitors health and safety and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance; stays abreast of industry practices and trends.

15. Serves as a liaison with safety officials of other governmental agencies, industry organizations and committees and with representatives of state and federal regulatory agencies.

16. Participates in disaster preparedness planning and coordination.

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. Certification by the Department of Labor as a certified instructor on OSHA standards for construction and general industries is desirable. Certified Safety Professional
(CSP), Certified Industrial Hygienist (CIH), Certified Protection Professional designations are highly desirable Certifications issued by AWWA and other recognized industrial safety
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MINIMUM QUALIFICATIONS (Cont.):
organizations on topics relevant to conducting specific safety training courses and responding to hazardous materials and waste operations and incidents are highly desirable.

Education and Experience: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in occupational health, safety engineering, administration of justice, or a closely related field; and five years of increasingly responsible experience in developing or administering employee health and safety/security programs, preferably in a governmental agency; or an equivalent combination of training and experience.

Knowledge of:
- Principles, policies, practices and methods for developing and administering a comprehensive claims, safety and security program.
- Federal and state laws, rules, regulations and standards applicable to employee health and safety and chemical and hazardous materials programs.
- Methods and practices for conducting accident and workplace safety and security audits and investigations.
- District safety ordinance, rules, policies and procedures.
- District operations and associated safety and chemical/hazardous materials issues.
- Standard safety equipment used in public works occupations.
- Basic research methods and statistical analysis techniques.
- Practices and methods for designing employee training programs and materials.
- Principles and practices of sound business communications.
- Methods and practice of budgeting, purchasing and recordkeeping.
- District personnel rules, policies and labor contract provisions.
- Principles and practices of effective supervision.

Abilities:
- Operate a computer and standard word-processing and spreadsheet software.
- Understand, explain, interpret and apply complex federal, state and District requirements regulating workplace health and safety and the use, storage and disposal of chemical and hazardous substances.
- Evaluate workplace safety and security programs and practices and make sound recommendations for improvement.
- Conduct accident and workplace safety and security investigations.
- Conduct effective employee training programs.
- Exercise sound independent judgment within policy guidelines.
- Communicate effectively, orally and in writing.
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-Prepare clear, concise and comprehensive investigative reports and other materials.

Establish effective working relationships with District managers, supervisors, employees, officials of regulatory agencies, vendors and others encountered in the course of work.

See Human Resources for physical assessment form.