

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Safety & Risk Manager

DEPARTMENT: Human Resources	ACCOUNTABLE TO: Director of Human Resources	FLSA STATUS: Exempt
SALARY RANGE:	40	
<p>CLASS SUMMARY: Incumbent is responsible for planning, organizing, coordinating and administering Padre Dam Municipal Water District's safety, security and risk management programs. Duties include: developing and administering Padre Dam's risk management program to include preparing and adjusting claims, obtaining property, liability and Workers' Compensation insurance; investigating claims and inspecting sites; developing and administering Padre Dam's safety and health program to include emergency management, disaster preparedness and hazardous material management; developing, implementing and administering Padre Dam's security programs including vulnerability assessments, staff training and communications; coordinating training activities; monitoring workplaces for exposure to potential health hazards; planning, developing and conducting specialized safety and health education programs; developing and administering Padre Dam's ADA Self-Evaluation and Transition plans; developing and administering Padre Dam's wellness program; researching legislation in order to update and create new codes, regulations and policies; developing regulations, policies, codes and procedures; and planning for the development and implementation of new risk management and safety programs; and other duties as may be required.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is a stand alone classification which is distinguished from other classes by its responsibility for implementing Padre Dam's safety and risk management program</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Develops, implements and evaluates Padre Dam's Risk Management program by performing inspections and preparing, adjusting and investigating claims.
2.	Develops, implements and evaluates Padre Dam's safety, health, disaster preparedness and environmental hazards programs. Monitors workplaces for exposure to potential health hazards.
3.	Develops, implements, administers and evaluates Padre Dam's security program including vulnerability assessments of Padre Dam facilities; employee training, employee and community education. Chairs the Security Team.
4.	Develops, implements, evaluates and updates Padre Dam's emergency response program to include the Emergency Response Plan, critical incident planning, regular training exercises, crisis management and communication. Includes taking proactive steps in preventing disasters including terrorism. Chairs the Emergency Response Team.
5.	Develops, implements and evaluates Padre Dam's wellness program.
6.	Develops, interprets and implements risk reduction, health and safety policies and procedures.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Develops, interprets and implements the ADA Self-Evaluation and Transition Plans.
8.	Represents the department at meetings with other departments and the general public.
9.	Reviews and administers Padre Dam's D.O.T. Drug & Alcohol Policy.
10.	Plans, develops and conducts safety and health education programs; coordinates other training activities. Coordinates monthly meetings of Safety Committee.
11.	Researches legislation by reviewing legal journals and publications to anticipate what effects changes will have on Padre Dam and to develop new codes, regulations and operating procedures.
12.	Prepares, negotiates and implements Padre Dam's property, liability and Workers' Compensation insurance programs.
13.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Risk Management theories and principles;
- Applicable laws and regulations;
- Worker's Compensation, liability and property claim administration;
- Training techniques;
- Crisis management and communication;
- Vulnerability assessments for security issues;
- Emergency Response procedures and protocols;
- Americans with Disabilities Act
- General and specialized industry safety rules.

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Skills (position requirements at entry):

- Developing and conducting training sessions;
- Coordinating and monitoring third party contracts;
- Preparing and reviewing claims;
- Reviewing and analyzing insurance policies;
- Maintaining records and reports;
- Developing and implementing risk, security and safety programs;
- Using audio/visual equipment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Safety, Public Administration or a related field and four years experience in administering risk and safety programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.
- Associate of Risk Management is highly desired.

Physical Requirements:

Positions in this class typically require: sitting, standing, walking, fingering, talking, hearing and seeing and repetitive motion.

Incumbents may be subjected to moving mechanical parts, electrical currents, odors, dusts, poor ventilation, chemicals, oils and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or 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.

Classification History:

Date: 4/98; 1/02; 1/05