



Title: HR Safety and Training Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Manager.
This classification does not supervise on a regular basis.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in a related field or equivalent work experience and training.
- **Experience:** Minimum of five years related experience in an occupational safety and health field. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience in a union or organized labor environment.
- Certification by a recognized/accredited occupational safety organization in one or more safety-related fields.
- Knowledge of NFPA 70E, DOT, ANSI, and HAZWOPER.
- Experience with Public Works and Utilities regulations and processes.
- Experience with construction and general industry safety practices.
- Experience developing and conducting training topics.
- Experience with adult learning theory.

JOB SUMMARY

The purpose of this position is to ensure that City departments are in compliance with all regulatory Occupational Safety and Health (OSHA) requirements, PW-Utilities department-specific regulatory tracking and reporting requirements (e.g., RMP/PSM and Tier II reports), analyze training needs, and design and coordinate safety and training programs. This position analyzes safety data and coordinates various safety and/or training initiatives; coordinates and reports on various safety and training records and certifications for compliance; ensures employees meet compliance with mandatory City requirements; and chairs the Public Works-Utilities department Safety Committee.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assist departments with safety programs to mitigate safety and health risks. Researches, interprets, recommends and applies safety regulations that meet Federal, State and City requirements including Occupational Safety and Health Administration (OSHA), Arizona Department of Occupational Safety and Health (ADOSH), Arizona Department of Environmental Quality (ADEQ) and the Environmental Protection Agency (EPA). Provides technical safety and training advice to departments and assists with safety inspections/audits.
2	Maintains and tracks the safety and training records and regulatory training / certification requirements conducted for employees; provides reports and updates regarding staff certifications, re-certifications, and license requirements (this could include certifications such as ADEQ Operator Certification and CDL).
3	Provides regular reports and analysis to management regarding safety, training, and compliance. Researches and identifies areas of opportunity for safety initiatives and training; facilitates a variety training topics on various shifts; provides recommendations to revise safety or training policies and procedures. Coordinates and leads projects and special assignments.
4	Develops, analyzes, and maintains a variety of databases, records and reports; assists with maintaining and revising records and supporting data for the City.
5	Participates on committees. Represents the City and partners with external agencies on training and compliance initiatives;
6	Assists with administration, tracking and reporting for various testing and safety programs such as, respiratory protection/fit testing, prescription eyewear, safety footwear, etc.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

<p align="center">Physical strength for this position is indicated below with “X”</p> <p align="center">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.</p>					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<p align="center">Work Environment for this position is indicated below with “X”</p> <p align="center">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.</p>					
Office	Outdoors	Vehicle	X	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards, noise, and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	X	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	X

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, training visual monitors, printers, scanner, copy / fax machine, and related software, telephone, digital camera.

PROTECTIVE EQUIPMENT REQUIRED:

Some personal protective equipment as required, depending on safety assignments, to be provided by the City.