**Class Summary**

The responsibilities of this classification include managing a comprehensive wastewater system safety and emergency programs for the Wastewater Treatment Division (WTD).

**Distinguishing Characteristics**

This is the third level in a three level series. It is distinguished from other safety, training, emergency management, and critical infrastructure security classifications in that incumbents manage WTD programs that ensure and promote a safe environment for employees and customers.

**Examples of Duties:**

1. Develop and manage the implementation of all health and safety, emergency, and risk programs for wastewater construction, collection, conveyance, maintenance, and treatment system operations to ensure compliance with federal, state, and local laws and regulations.
2. Supervise staff; hire staff consistent with assigned hiring authority; ensure consistent application of labor policies, contract provisions and hiring guidelines; participate in the grievance and arbitration process.
3. Review and evaluate safety systems, including the operational, budgetary, financial impacts; establish performance measures and evaluation criteria to monitor and evaluate programs and unit performance.
4. Direct and develop WTD emergency management programs, emergency preparedness drills and exercises, Incident Command System and resilency recovery plans.
5. Direct the gathering, monitoring, sampling, and analysis of atmospheric, biological, noise level, vibration level, hazardous material, hazardous waste data related to WTD construction, collection, conveyance, and treatment projects or operations.
6. Coordinate investigations including, but not limted to: employee injury, time-loss claims, vehicle accidents, and property damage; make recommendations to management and implement corrective actions if necessary.
7. Represent WTD regarding issues of safety, emergency management, and critical infrastructure security with governmental agencies, legal proceedings, funding agencies, and/or the general public.
8. Present data to various audiences including leadership, external stakeholders, and regional committees.
9. Perform other duties as assigned.

**Knowledge/Skills:**

Advanced knowledge industrial safety, construction safety, hazardous materials and chemical safety, and training management systems and emergency management systems

Advanced knowledge in assessing and responding to risks and hazards associated with the construction, operation and maintenance of wastewater stormwater collection, conveyance, and treatments systems

Advanced knowledge of Emergency Management Systems associated with US-FEMA, US Homeland Critical infrastructure security, and the National Incident Management System (NIMS)

Advanced knowledge of federal, state, and local industrial safety and health regulations

Advanced knowledge of national consensus standards and codes

Knowledge of the principles and practices of wastewater system engineering and systems operation

Knowledge of the operation and maintenance of wastewater treatment and conveyance systems

Knowledge of program development, implementation, management, and evaluation practices

Knowledge of training approaches and adult learning styles

Knowledge of the principles and practices of management and supervision

Skill in verbal and written communication

Skill in reading and interpreting technical information and making presentations to non-technical and technical audiences

Skill in negotiation techniques and principles and dispute resolution techniques and principles

Ability to work weekends, evenings, holidays, and on-call

Ability to manage multiple programs, projects, or tasks simultaneously

Ability to work independently and as a team member

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

An associates degree in occupational health and safety, industrial hygiene, engineering, environmental science, safety program management or other related field and progressively responsible experience in related work

Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State driver’s license

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Wastewater Safety TechnicianWastewater Safety AdministratorWastewater Safety and Emergency Manager |
| **Class History** | 11/1996 – Created 02/2003 – Updated08/2007 – Changed font and format12/2019 – Changed title and added WTD specific content |