**Class Summary**

The responsibilities of this classification include coordinating all division-wide safety programs and 24-hour emergency response procedures and practices. Incumbents are responsible for 24-hour on-call emergency response to all assigned Wastewater facility locations and construction sites.

**Distinguishing Characteristics**

This is the second level in a three-level classification series. This classification is distinguished from the Wastewater Safety Plant Officer classification in that the Wastewater Safety Plant Officer is responsible for safety programs and practices within the Wastewater Treatment Plants and Conveyance Pump Stations. This classification is distinguished from the Wastewater Safety and Emergency Manager in that the Wastewater Safety and Emergency Manager is responsible for managing and overseeing the safety program for the division.

**Examples of Duties:**

*In addition to the duties of the Wastewater Safety Technician classification, the Wastewater Safety Division Officer will:*

1. Implement all safety-related operations and procedures; direct and enforce safe work plans and practices with employees, contractors, consultants, and visitors.
2. Maintain safety and emergency programs and policies to achieve safety certification in all areas of the division.
3. Conduct comprehensive reviews of contractor and consultant accident prevention programs (APPs), site-specific health & safety plans (HASPs), and compliance with contract technical specifications.
4. Coordinate the implementation of the Electrical Safety Program, electric arc flash study protection, short-circuit analysis, and national-consensus electrical safety standard requirements.
5. Participate in developing, reviewing, and maintaining WTD emergency management programs, emergency preparedness drills and exercises, the Incident Command System, and resiliency recovery plans.
6. Develop and maintain WTD safety databases, software applications, and systems.
7. Develop and maintain WTD accident/incident, complaint, and hazard reports.
8. Develop and maintain a medical surveillance program, including compliance with audiometric, respiratory, and DOT-CDL requirements and complete hazardous materials surveillance.
9. Maintain employee accident, claims management, and statistics reporting. Investigate accidents/incidents, vehicle accidents, complaints, and hazard reports. Perform investigations for third-party liability claims.
10. Maintain ergonomic evaluation and correction program.
11. Implement and coordinate WTD safety and training management systems. Develop, maintain, and deliver employee training and health and safety information.
12. Conduct reviews of capital project designs and schematics to ensure safety compliance with specifications.
13. Conduct industrial hygiene evaluations for chemical exposure, occupational illnesses, indoor air quality, noise exposure, ionizing and non-ionizing radiation, ergonomics, and office ventilation systems for multiple locations. Select appropriate sampling media, methodologies, and analytical approaches; interpret results and present findings.
14. Perform internal safety audits, including entrance/exit meetings, records reviews, interviews, field verification, and root cause analyses. Write and present briefings and assist in developing and tracking corrective action plans.
15. Represent WTD on inter- and intra-agency panels and committees; work with community members and groups on safety issues and concerns; communicate program, procedural information, and operating policies to employees and external stakeholders.
16. Coordinate and monitor the work of outside agencies, contractors, and vendors to ensure their compliance with established processes, protocols, and policies.
17. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of federal, state, and local industrial safety and health regulations, including Washington Administrative Code and Department of Homeland Security

Knowledge of program development, implementation, management, evaluation practices, and skill in project management and program design

Knowledge of emergency management, disaster preparedness operations, and techniques

Knowledge of accident and incident investigation practices, techniques, protocols, and hazard analysis

Knowledge of training principles and adult learning styles

Knowledge of the requirements within the Americans with Disabilities Act (ADA)

Knowledge of industrial, environmental, and operating hazards

Knowledge of occupational health risks and interventions

Skill in developing and implementing policies and procedures

Skill in verbal and written communication and public speaking

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

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

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

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

**Licensing, Certification and Other Requirements**

Washington State Driver’s License may be required or the ability to provide transportation to remote work locations with limited or no public transportation services

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

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within the same series** | Wastewater Safety TechnicianWastewater Safety Division Officer/Wastewater Safety Plant OfficerWastewater Safety and Emergency Manager |
| **Class History** | 09/2022 – Created11/2024 – Updated content and title |