**Class Summary**

The responsibilities of this classification include performing the onsite management of safe work programs and emergency response procedures at Wastewater Treatment Plants and Conveyance Pump Stations. Incumbents are responsible for a 24-hour on-call emergency response to Wastewater plants and stations.

**Distinguishing Characteristics**

This is the third level within a four-level series. This position is distinguished from the Wastewater Safety and Emergency Manager in that the Wastewater Safety and Emergency Manager is responsible for managing all division safety and emergency response programs and policies and overseeing the execution of those programs.

**Examples of Duties:**

*In addition to the duties of the Wastewater Safety Administrator classification, the Wastewater Safety Plant Officer will:*

1. Oversee the daily onsite implementation and compliance of all safety-related operations and procedures; direct and enforce safe work plans and practices onsite with employees, contractors, and visitors.
2. Participate in ensuring safety protocol and personal protection equipment (PPE) compliance with all plant staff while working at any Wastewater Treatment facility.
3. Conduct onsite and structure-specific compliance inspections.
4. Identify and eliminate hazards in the work environment which are unsanitary, hazardous, or dangerous to onsite staff.
5. Coordinate the training and certification of equipment such as overhead cranes, aerial lifts, forklifts, trucks, backhoes, and other onsite heavy equipment.
6. Authorize or suspend work due to unsafe conditions or failure to comply with required safety requirements.
7. Manage all onsite safety and emergency response elements of the Wastewater Operations & Maintenance (O&M) Life Safety Management (LSM) Program.
8. Review safety-related work orders; coordinate with O&M staff to ensure safe work associated with scheduled preventive maintenance assignments and plant system outages.
9. Provide site-specific training and health & safety information to employees.
10. Perform other duties as assigned.

**Knowledge/Skills:**

Advanced knowledge of federal, state, and local industrial safety and health regulations, including the 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, procedures, protocols, and hazard analysis

Knowledge of training principles and adult learning styles

Knowledge of the requirements of 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 experience and education that provides the required knowledge, skills, and abilities to perform the work

**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 the same series** | Wastewater Safety TechnicianWastewater Safety AdministratorWastewater Safety Plant OfficerWastewater Safety and Emergency Manager |
| **Class History** | 10/2022 - Created |