



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: 17-069

DATE: October 3, 2017

<b>Position Title:</b> <b>Safety Manager</b>		<b>Location:</b> St. Philip Street	<b>Status:</b> Established Position, Full-time
<b>Salary Range:</b> \$58, 260.80 (28.01/hr) - \$90, 313.60 (\$43.42/hr)	<b>Grade:</b> 111	<b>Department:</b> Safety and Support Services	<b>Hours:</b> Monday-Friday 7:00 am – 5:00 pm (Flexible)

**APPLICATIONS ACCEPTED THROUGH WEDNESDAY, OCTOBER 18, 2017.  
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

**Position Summary:**

Under limited supervision, this is a management level position responsible for planning, directing, and implementing the organization-wide safety program to ensure safe, healthy, and accident free work environment. Also, assists executive management in coordinating the development, implementation and maintenance of a companywide, comprehensive, all hazards emergency management program to prepare for and respond in the event of an emergency.

**Essential Functions:**

- Plans and implements safety policies and procedures in compliance with local, state, and federal (OSHA) rules and regulations.
- Recommends measures to help protect workers from potentially hazardous work methods, processes, or materials.
- Collects, analyzes and studies accident data and industry benchmarks to determine gaps and recommend and implement strategic actions for reducing gaps.
- Collaborates with engineers and physicians to institute control and remedial measures for hazardous and potentially hazardous conditions or equipment.
- Conducts and/or coordinates worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment. Provides new-employee health and safety orientations, and develops materials for these presentations.
- Assists department heads in identifying safety training needs and follows up to ensure that appropriate training regularly takes place.
- Inspects facilities to detect existing or potential accident and health hazards, determines corrective and preventative measure when indicated and follows up to ensure measures have been implemented.
- Investigates accidents to identify causes and to determine how such accidents might be prevented in the future.
- When warranted, responds to the scene of accidents to ensure the safety of others at the scene, aid in getting medical care to injured associates, etc.
- Works with executive management to design, develop and implement disaster preparedness plans, training programs, emergency operations drills, department level emergency and mitigation plans, and interdepartmental activities following the National Incident Management System (NIMS) framework.
- Represents the company on state and local governmental emergency planning committees, counter-terrorism committees, etc.
- Develops training requirements as mandated and/or recommended by FEMA and other Federal, State, and/or County agencies. Responsible for scheduling training sessions, securing instructors (as required) and ensuring

instructional materials are available. Develops and maintains a system to monitor the training in emergency management of all personnel.

- Cooperates in the preparation of material and evidence for use in hearings and insurance investigations.
- Maintains safety files, records, and training films.
- Maintains OSHA record keeping and reporting requirements.
- Maintains and applies knowledge of current policies, regulations, and industrial processes.
- Manages the substance abuse program.
- May be required to work during emergency conditions.
- Regular attendance is required.
- Job performance must conform to all CWS policies and procedures.
- Specific knowledge of CWS Environmental Management System Policy and Procedures.

### **Additional Duties**

- Assist in the administration of Human Resources.
- Assists in the Workers' Compensation program.
- Assists management with employee relations.
- Assists in the coordination of the wellness program.
- Subject to 24 hour call.
- Performs other related duties as assigned.

### **Physical Requirements, Activities, and Working Conditions**

- Ability to express or exchange ideas by means of written and oral communications.
- Ability to descend and ascend stairs to make safety inspections and to climb where problems may occur in the water/wastewater environment.
- Ability to observe health and safety hazards.
- Ability to traverse and stand for long periods of time.
- At times subject to environmental conditions. Personnel Protective Equipment (PPE) required.
- Ability to effectively communicate in writing and verbally to include comprehension of complex oral and written instruction.
- Routine sedentary work with extended sitting required. Occasionally positions self to exert up to 20 lbs. of force to lift and transport objects. Objects greater than 50 lbs. require a two-person operation.
- Ability to visually observe and comprehend computer/terminal screens.
- Must be able to make visual observations in daylight and night.
- Routinely operates a computer and other office productivity machinery such as but not limited to a telephone, calculator, fax, copier and calculator.
- Ability to operate and maintain motor vehicle.
- Must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform the required essential functions.

### **Education and/or Experience**

- Bachelor's degree with major course work in a technical or related field and at least four (4) years equivalent education and experience to equal the same in safety, human resource management and the behavioral science field. Requires at least two (2) years at a management level managing a full-scale safety program or a combination of education and experience in safety, human resource management and the behavioral science field to equal ten (10) years.
- At least two years previous experience at a management level in the safety field and at least two years' experience in emergency operations including NIMS.
- Thorough knowledge of occupational safety and health regulations.

- Knowledge of personnel procedures, practices and applicable laws.
- Basic knowledge of utility operations.
- Prior work record indicating dependability and conscientiousness.

### **Licenses, Certifications, Registrations**

- Valid South Carolina Driver's License Required.

### **Training Needs:**

- OSHA and Departmental safety training as required.
- Skills Based Training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001 standards for department and company.
- See Department Competency and Training Matrix for this position.

### **Potential Career Path:**

**ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT THE COMMISSION DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.**

- Assistant Director of Human Resources
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#### **Computer Skills: Advanced**

To perform this job successfully, an individual should have a thorough knowledge of Microsoft Windows, Outlook, Excel and Word or similar software, *i.e.* Mainframe System Program, CMMS, other specialized software.

#### **Mathematical Skills: Advanced**

Ability to apply concepts of advanced algebra, statistics and geometry to practical and abstract situations. Ability to develop and analyze budgets, complex spreadsheets, financial analyses, etc. Ability to calculate statistics, trends and make projections.

#### **Supervisory Responsibilities: Functional**

This job functionally supervises assigned employees usually in the absence of the regular supervisor. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include leading and directing the workers in their daily assignments; addressing complaints and resolving problems; and reporting heightened problems or situations to management.

#### **Decision-making Authority: Complex (Exempt)**

Decision making authority requires the ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Has a thorough knowledge of policies, procedures and past practices and makes non-routine decisions based on this knowledge. The decisions affect other divisions in the organization and/or the general public and impact the operations of the division and organization. Occasional decisions may be reviewed at a higher level.

#### **Reasoning Ability: Advanced**

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

#### **Language Skills: Advanced**

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, The Commissioners and the general public.

**Our Mission:** *To protect public health and the environment of our service community by providing clean water services of exceptional quality and value.*

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**Safety Sensitive Position: Yes**

This position falls under our Substance Abuse Policy and is subject to: post-accident, reasonable suspicion, random, periodic, and pre-employment alcohol/controlled substance testing. For additional information about safety sensitive drug testing, see CWS Substance Abuse Policy and Procedures.

**Environmental Sensitive Position: No**

**NOTE:** THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.

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**Our Vision:** *By 2017, our 100th anniversary, our Vision is to become worthy of the Malcolm Baldrige National Quality Award for our customers, our community, and our future.*