

CITY OF BURBANK

ENVIRONMENTAL, HEALTH, AND SAFETY COORDINATOR

DEFINITION

Under direction, to assist in the planning and implementation of a comprehensive citywide environmental, health, and safety management program; and perform related work as required.

ESSENTIAL FUNCTIONS

Assists in the implementation of the City's interdepartmental safety, training, injury, and illness prevention programs including the dissemination of environmental, health, and safety materials; revises, develops, interprets, applies, and enforces City policies and procedures to comply with local, state, or federal regulations; consults and advises supervisors/managers and employees to improve the effectiveness of safety procedures and practices; makes recommendations to management based upon evaluation of accidents; identifies, inspects, and investigates potential safety hazards and/or unsafe working conditions throughout City owned facilities and makes effective recommendations to management; coordinates, facilitates, and evaluates employee safety trainings and awareness programs; ensures departmental environmental, health, and safety compliance; publicizes safe work practices for all employees; administers and maintains the Environmental Protection Agency's Hazardous Waste program; prepares Hazardous Waste Manifests in accordance with state and federal requirements; assists in CAL/Occupational Safety and Health Administration's (OSHA) Hazard Communication program and collects and reviews Safety Data Sheets; administers the citywide Department of Transportation (DOT)/Federal Motor Carrier Safety Administration, including the mandated Drug and Alcohol Random Testing program, which includes handling highly confidential and sensitive information; assists the Safety Officer in the Emergency Operation Center; collaborates with the Workers' Compensation section to complete investigations; may supervise, train, and evaluate employees; may make recommendations regarding hiring, promotions, and transfers; may recommend disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and methods of environmental, health, and safety administration, engineering, and training; CAL/OSHA and Federal/OSHA safety orders; National Incident Management System (NIMS); the Environmental Protection Agency's Hazardous Waste program and CAL/OSHA's Hazard Communication program; DOT laws and regulations; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this position (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Ability to - understand, interpret, and apply administrative policies, rules, and regulations; detect accident hazards in construction, operation, and maintenance activities; investigate field operations and working conditions for unsafe and/or hazardous practices; carefully analyze and evaluate situations and adopt an effective course of action; plan, organize, and coordinate an effective safety, injury, and illness prevention program; work independently; appropriately exercise independent judgment and initiative in the performance of assigned duties; communicate effectively, both orally and in writing; prepare clear and concise reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in physical science, biological science, environmental science/engineering, occupational safety, industrial hygiene, public administration, or a closely related field, and two years of progressively responsible experience in environmental, health, and safety engineering and training, or conducting environmental, health, and safety inspections. NOTE: Qualifying experience may be substituted for the education on a year for year basis up to a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.