



CITY OF ANAHEIM
invites applications for the position of:

Safety Administrator

SALARY:	\$7,176.42 - \$9,867.58 Monthly \$86,117.00 - \$118,411.00 Annually
OPENING DATE:	02/13/17
DESCRIPTION:	

The City of Anaheim seeks a knowledgeable and effective **Safety Administrator** to design, coordinate, implement, and oversee the administration of the Public Utilities Department Safety program including ensuring regulatory compliance with all federal, state, and local safety regulations, preventing employee injury, identifying safety improvement opportunities, and reducing department liability due to safety considerations; maintain an organizational culture that values an accident-free work place; to coordinate assigned activities with the programs and activities of the City-wide Safety program; and to provide responsible staff assistance to the Chief Risk Officer and City Safety Manager.

This recruitment will be open on a continuous basis with a first review date of Monday, March 6th 2017. Applications are encouraged to be submitted by this date to be assured consideration.

Anaheim Public Utilities is the only municipal electric utility in the county. Our system delivers essential electricity to the 345,000 residents and 15,000+ businesses that call Anaheim home – including multi-million dollar tourism, sports, and manufacturing customers. Anaheim's electric system has grown to support a customer base that uses 2.6 billion kilowatt-hours a year, with more than 593,000 kW annual peak demand. In addition, the municipal water utility provides reliable, high quality water at competitive rates, while ensuring an adequate supply of water is always available to our customers.

The Anaheim Public Utilities mission is to add value to the community through a customer-focused approach to providing reliable, high-quality water and power at competitive rates. In keeping with the City of Anaheim's core values of vision, responsibility, pride and service, Anaheim Public Utilities has developed the following department goals:

- Enhance and maintain our competitive and financial position

- Enhance community aesthetics
- Enhance service delivery, service options and service quality
- Ensure balanced, diverse and cost-effective resource supply
- Strengthen system infrastructure.

ESSENTIAL FUNCTIONS:

Design, develop, and oversee the Public Utilities Department safety/health program; recommend and participate in the development and implementation of goals, objectives, policies, and procedures for the safety program; identify resource needs; work with department management to develop a safety program strategic plan.

Provide highly responsible staff assistance to executive management and the Chief Risk Officer; report safety program results to the Utilities General Manager and the Assistant General Managers of Electric, Water, Finance, and Power Supply; provide quarterly management statistics to the Assistant General Managers regarding incident frequency and severity rates and vehicle accidents; assist in identifying areas for improvement; recommend appropriate course of action; ensure proper documentation

Establish and implement a safety/health training plan; provide and/or coordinate staff training; develop new safety programs as needed that align with industry practices to insure Cal-OSHA compliance.

Direct and coordinate the Department Injury & Illness Prevention Program; design and maintain a record keeping system of program activities; meet with department staff to address deficiencies.

Establish and coordinate the department Wellness Program to reduce employee injury and insure Cal-OSHA compliance with safety standards; design and maintain a record keeping system of program activities; meet with department staff to address deficiencies.

Respond to emergencies involving employee or public injury or damage related to the Public Utilities Department; investigate employee accidents to determine cause, effect, liability, and prevention methods; analyze accident reports to determine frequency, loss trends and to recommend methods/procedures for mitigation.

Identify safety improvement opportunities with respect to work processes and procedures; review with appropriate management and staff; implement improvements and/or insure that improvements are made by respective department staff.

Review and evaluate third-party liability claims; make recommendations to lessen and/or eliminate the frequency and severity of third party incidents; monitor progress.

Conduct specialized studies; prepare and present reports related to safety and injury prevention programs.

Review, interpret, and apply complex safety/health regulations; oversee department safety/health regulatory actions; accompany regulatory agency personnel on

investigation and enforcement inspections.

Develop and implement safety/health audit programs to identify recognized safety and health hazards; recommend and coordinate corrective actions; conduct independent audits of department facilities/work locations to insure compliance yearly and as needed to identify potential safety hazards and/or unsafe working conditions; recommend mitigation measures; research, evaluate, and recommend the purchase of safety equipment.

Manage the department safety incident investigation process; review, interpret, and apply safety/health laws to injuries, accidents, and incidents involving employees and the general public; conduct incident investigations; insure that investigations are completed within a timely manner in accordance with the General Manager's directive.

Design, develop, coordinate, and implement safety and health education programs; oversee the quarterly mandatory random drug/alcohol testing of department employees with Class A driver's licenses.

Review construction designs and specifications; formulate and implement solutions to mitigate noted discrepancies.

Serve as a professional safety/health source to the City Safety Manager; assist with safety and fire inspections of City facilities with insurance carriers as needed.

Develop safety policies and procedures to support the safety program; maintain and update department safety procedures; review, revise, and issue updated safety manuals to all department employees.

Develop and manage contracts for safety contractors to conduct training of department staff.

Develop and administer the safety program budget; forecast additional funds needed for equipment, materials, training and supplies; recommend adjustments as necessary.

Attend and participate in professional group meetings; oversee monthly department safety committees; maintain awareness of new trends and developments in the field of safety and health as well as new Cal/OSHA regulations and requirements; incorporate new developments as appropriate.

Perform related duties as required.

QUALIFICATIONS:

- Five years of increasingly responsible experience in the development and administration of a Utility specific safety and loss prevention program including experience with safety requirements; supplemented by a Bachelor's degree from an accredited college or university with major course work in industrial safety, industrial hygiene, business administration or a related field. An equivalent combination of experience and education sufficient to perform the

essential job functions and provide the required knowledge and abilities is qualifying.

- Knowledge of principles and practices of safety program administration including legal processes, liability, and risk assessment; and injury classification procedures and regulatory reporting requirements.
- Knowledge of adult learning principles and training techniques; standards and practice of safety and loss control; principles of industrial hygiene, ergonomics, toxicology, and the health effects of chemical exposure.
- Knowledge of general principles and procedures of engineering, construction, and design; practices of fire prevention and protection; use, function and operation of specialized technical measurement and testing equipment; and investigative techniques.
- Knowledge of budgeting principles and cost control; principles of contract administration; principles of project administration; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; and pertinent federal, state and local laws, codes and regulations.
- Ability to effectively design, develop, implement and administer a comprehensive safety training and injury prevention program; read, analyze and interpret laws and regulations; analyze records and develop recommendations.
- Ability to prioritize risks; foresee accident-causing conditions and develop proactive prevention measures; analyze and interpret legal regulations, rulings and decrees; effectively communicate program priorities.
- Ability to analyze complex problems and information, evaluate alternatives, and develop creative recommendations; make sound decisions and effectively solve problems and negotiate effective solutions.
- Ability to utilize the principles of project management; organize records; make sound decisions under stressful conditions relating to peoples safety and legal decisions; manage and facilitate meetings and processes; monitor and determine effectiveness of safety and health processes.
- Ability to prioritize activities; present ideas, manage conflict and gain agreement; represent the department effectively in meetings, including making presentations; create and maintain an effective record keeping system for safety and safety training program records; anticipate budgetary and contract needs; manage a program or contract within budget constraints; accurately outline scope of work for contracts; communicate and interface with contractors.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, safety software programs, and database applications; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

License/Certification Required: Possession of an appropriate, valid driver's license.

Desirable Certifications (in order of preference) include Certified Utility Safety Professional (CUSP-Green). Certified Safety Professional (CSP), Associate Safety

Professional (ASP), and/or Certified Industrial Hygienist (CIH).

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from consideration.

The successful candidate will be required to undergo a reference/background check (to include a conviction record), pass a post offer pre-employment medical examination, which will include a drug/alcohol screening.

The process may include both an oral and written exercise.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #2017-00031
http://www.anaheim.net/jobs						SAFETY ADMINISTRATOR
201	S.	Anaheim	Blvd.,	Suite	501	EC
Anaheim,		CA			92805	
714-765-5111						

employment@anaheim.net

Safety Administrator Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree or equivalent (at least 120 semester units/180 quarter units) from an accredited college or university with major course work in any of the following areas? (please check box)
 - Safety
 - Safety Engineer
 - Industrial Hygiene
 - Related Degree
 - None of the above
- * 2. Please state the degree you received and where it was obtained:
- * 3. How many years of experience do you have administering a department specific safety program?
 - None
 - Less than one year
 - One year to five years
 - More than 5 years
- * 4. Please describe the amount of progressively responsible experience you possess in directing, developing, and delivering safety and training programs. Include the organization(s) for which you worked when you obtained this experience and how long you were in the role.
- * 5. Do you have experience managing a Utilities safety program?
 - Yes No
- * 6. If you responded "Yes" to the previous question, please indicate the following:
 - a) Where did you receive this experience? b) What were your duties and responsibilities in this role? d) How long were you in the role? If you responded "no" to the previous question, please enter "N/A". Please note: all information will be verified with your application.

- * 7. Do you have experience managing safety programs for a municipal agency?
 Yes No

- * 8. If you responded "Yes" to the previous question, please indicate the following:
a) Where did you receive this experience? b) What were your duties and responsibilities in this role? d) How long were you in the role? If you responded "no" to the previous question, please enter "N/A". Please note: all information will be verified with your application.

- * 9. Please describe your experience inspecting utility equipment for operating safety and maintenance requirements. Include the organizations for which you worked, where you obtained this experience and the dates of your employment.

- * 10. Have you completed a recognized Utility Apprentice Program (Water or Electric)

- * 11. If you answered yes to the previous question indicate what the apprenticeship was in and where it was obtained, if no write "n/a".

- * 12. Please indicate which of the following certifications you possess; all certifications must be submitted:
 - Certified Safety Professional
 - Certified Utility Safety Professional
 - Certified Occupational Safety Specialist
 - Health and Safety Officer Certification
 - Certified Industrial Hygenist
 - None

* Required Question