



MODESTO IRRIGATION DISTRICT
invites applications for
the position of:

**Safety and
Environmental
Compliance
Manager**

SALARY: \$50.79 - \$65.01 Hourly
\$4,063.20 - \$5,200.80 Biweekly
\$8,803.60 - \$11,268.40 Monthly
\$105,643.20 - \$135,220.80 Annually

OPENING DATE: 01/27/17

CLOSING DATE: Continuous

DESCRIPTION:

The Modesto Irrigation District is currently recruiting to fill one full-time regular position to plan, organize, direct and coordinate the activities of the newly established Safety and Environmental Compliance Department. Reporting to the General Manager, this position will manage the District safety and environmental compliance programs, including but not limited to, air emissions, water, wastewater, storm water, noise and hazardous material/waste compliance; to coordinate safety and environmental compliance activities with other divisions and departments; and to provide highly complex assistance to the General Manager.

Any Qualified Individual May Apply. This is an exempt position and is represented by the Modesto Irrigation District Employee Association. The list established as a result of this recruitment may be used to fill other Safety and Environmental Compliance Manager vacancies within the District that may occur through January 27, 2018.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop and implement department goals, objectives, policies and procedures.
- Plan, organize and direct safety and environmental compliance activities including accident prevention, safety and environmental health and hazardous materials and waste programs.
- Prepare the Safety and Environmental Compliance department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Provide highly responsible and technical management assistance to District management and staff regarding District compliance with applicable federal, state and local regulations.
- Maintain knowledge of federal, state and local regulations and supervise the creation and delivery of presentations for management and employee groups regarding safety and environmental compliance.
- Investigate and analyze employee accidents and on-the-job injuries to determine root cause and recommend corrective action.
- Direct and participate in the development and implementation of the District's emergency operation plans and emergency action plans and practices.
- Direct the development and implementation of a comprehensive safety and environmental compliance training program to include record keeping.
- Provide oversight and technical guidance to the District's Safety Committee.

- Assist District personnel in the use and control of hazardous materials ensuring proper control, safeguards and selection and use of proper personal protective equipment when storing, handling, or cleaning up spilled material.
- Conduct audits of hazardous waste treatment/disposal/recycling facilities and approve or disapprove facilities for use by the District for the final disposition of generated waste.
- Assist and accompany inspectors/officers from governmental and/or regulatory agencies while they are conducting audits/inspections/investigations of District facilities/job sites/processes.
- Supervise the development and implementation of a comprehensive inspection program to identify and resolve unsafe working conditions and practices.
- Research, interpret, and apply technical information, including laws, standards, regulations, and policies relating to occupational health and safety; prepare clear and concise reports.
- Respond to emergency situations at all hours as needed.
- Receive, research and respond to difficult public complaints.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees, outside agencies, and the public using principles of good customer service.
- Perform other duties as assigned.

TYPICAL QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Seven years of increasingly responsible experience involving occupational safety, health and/or hazardous materials/waste principles, techniques, practices and program development; including two years of supervisory responsibility.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in Risk Management, Business Administration, Public Administration, or a related field.

Knowledge of:

- Principles and practices of safety and environmental compliance program development and administration.
- Federal, state, and local laws, rules, and regulations regarding occupational health and safety and hazardous materials/wastes.
- General electric and water utility safety practices
- Methods, principles, and techniques of ergonomics sufficient to minimize adverse health conditions affecting employees in the work environment.
- Fundamentals in methods and techniques of research, statistical analysis and report presentation techniques and practices.
- Modern office equipment including use of application computer applications.

Ability to:

- Organize and direct Safety and Environmental Compliance Department operations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Effectively respond to hazardous and/or stressful situations and make independent decisions that could affect employee safety and the District's liabilities.
- Manage multiple projects, priorities, and deadlines.
- Develop and disseminate preventive information and conduct effective training to adults of diverse backgrounds.
- Conduct effective investigations and audits ensuring compliance with Federal and State regulations, laws and guidelines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.

- Interpret and apply local, State, Federal and District and department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

License and Certificate: Possession of a valid California driver's license.

Must possess or have the ability to obtain the following certifications within six months of employment:

- Standard First Aid/CPR/AED Instructor's Certification
- 40-Hour Hazardous Waste Operations and Emergency Response (Hazwoper) Certification
- Train the Trainer Hazwoper Certification

SUPPLEMENTAL INFORMATION:

Qualified applicants must submit a completed District application. A resume describing experience and qualifications for the position is recommended. **APPLY IMMEDIATELY. The position is open until filled. Screening of applications will begin on or after, Friday, February 17, 2017. Applications received after this date are not guaranteed consideration.**

Applications will be reviewed on a comparative basis and only those most qualified will be invited to continue in the selection process, which will consist of an overall assessment of the individual's skills through (1) oral interview; (2) supervisor assessment center; and (3) contacting of references to include current and former supervisors. The applicant must perform successfully in each phase of the recruitment in order to continue in the selection process.

THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO PROVIDE VERIFICATION OF HIGH SCHOOL DIPLOMA OR GED AND APPLICABLE HIGHER EDUCATION DEGREE AND OFFICIAL EDUCATION TRANSCRIPTS, PASS A MEDICAL EXAM INCLUDING A DRUG AND ALCOHOL SCREEN, AND A COMPLETE BACKGROUND CHECK PRIOR TO BEGINNING WORK.

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 526-7341. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. The Modesto Irrigation District is an Equal Opportunity Employer. All qualified applicants are encouraged to apply.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mid.org>

Position #20-2017-01
 SAFETY AND ENVIRONMENTAL COMPLIANCE MANAGER
 MK

1231 Eleventh Street
 Modesto, CA 95354
 (209)526-7434

humanresources@mid.org

Safety and Environmental Compliance Manager Supplemental Questionnaire

- * 1. How many years of experience do you have supervising/managing lower-level staff. This would include typical duties such as assigning/reviewing work, conducting performance evaluations, administering discipline, etc.
 - None
 - 1-3 years
 - 4-7 years
 - 8 or more years
- * 2. Describe your experience working as a supervisor/manager. Be sure to indicate the length of time you held the supervisor/manager position(s); the number of employees and levels of positions that

reported directly to you; and the responsibilities and activities over which you had oversight for these employees.

* 3. Do you have a Bachelor's degree or higher?

Yes

No

* 4. How many years experience do you have performing work involving occupational safety, health and/or hazardous materials/waste principles, techniques, practices and program development?

No experience

1-3 years experience

4-6 years experience

7 or more years experience

* 5. Please describe your experience performing work involving occupational safety, health and/or hazardous materials/waste principles, techniques, practices and program development? Be sure to include the duration of the experience and with which employer you gained your experience.

* Required Question