

South Jordan City

Job Description

Title:	Emergency/Safety Manager	Effective Date:	1/1/17
Org:	100200	FLSA:	Non-Exempt
Pay Grade:	19	Workers Comp:	Municipal

GENERAL PURPOSE

Develop, organize and manage the Emergency Management and Safety programs for South Jordan City; represent the city in Emergency Management matters; coordinate Emergency Management activities with federal, state, county and local agencies, other City departments, local businesses, private organizations and volunteer groups.

SUPERVISOR

Associate Director of Administrative Services

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Develop, coordinate, organize and/or implement innovative plans and programs to prevent, prepare for, respond to, and recover from natural, technological, or terrorism related disasters.

Develop and maintain a detailed hazard assessment by location and type; and conduct and maintain a vulnerability analyses by situation type.

Serve as the City's liaison on emergency management issues with the Federal Emergency Management Agency, the State of Utah, Salt Lake County, local municipalities & businesses, private organizations and volunteer groups. Serve on various internal and external committees and represent the City in various organizations and associations.

Develop and supervise Emergency Preparedness volunteer programs.

Responsible for developing and organizing the administration and maintenance of South Jordan City Safety/Health programs, so as to minimize the frequency and severity of accidents and injuries.

Work with all city departments on the development and implementation of safety programs. Prepare and conduct training programs related to emergency preparedness and safety.

Coordinate a public information program to keep residents informed about Emergency Preparedness issues. Participate in interviews, write and distribute press releases and develop public information announcements.

Research, develop, and manage emergency management related grants and/or donations. Develop, negotiate and manages contract and/or other agreements.

Review and analyze all recordable incidents, near misses, and employee and supervisor injury reports; meet with department safety representatives and supervisors to analyze problem areas and determine corrective actions that will reduce frequency and severity of accidents. Use incident data analysis to recommend policy and procedure changes to reduce incident occurrences.

Responsible for the development and implementation of city-wide training programs related to safety/health issues to include OSHA, DOT Regulations and document retention of employee safety training, policies, definitions, development and procedures for implementation.

Initiate and recommend city policies and procedures to ensure that safety/health measures are implemented and maintained throughout the city.

Conduct at regular city safety committee meetings; may attend and/or present various topics at department safety meetings; work directly with city and department safety representatives, to implement needed safety/health and risk prevention training.

Analyze documents related to the causes of injuries and accidents with the exclusion of cited traffic accidents; advise department director and employees regarding mitigation of risks, and coordinates the planning and implementation of training programs.

Conduct regular worksite inspections and employee training to ensure proper environmental work practices are being followed; advise department heads and employees regarding proper practices and may participate in the implementation of environmental or ergonomic programs.

Ensure that all city buildings, facilities and operations are inspected regularly to identify and minimize safety/health risk exposures; works with department representatives to plan, develop and implement safety and loss prevention programs.

Coordinate safety incentive programs, hearing conservation, defensive driving classes, annual driver license checks, CPR/First Aid training, Forklift Certification, and CDL Certification.

Review the use of all types of personal protective equipment, evaluates their effectiveness and suggest improvements where needed.

Maintain relationships with outside safety/health, insurance and risk management fields through seminars, personal contacts, professional memberships, publications and continuing education in order to remain abreast of new developments in the safety/health industry.

Prepare and distribute safety committee minutes, various accident/injury analysis reports and summaries, and safety/health related articles and bulletins.

Provide monthly safety and risk management reports, including city accident rate, employee injury rate, training provided and attendance rate, work site inspection report, safety meeting report, etc. Analyze the report's findings and provide recommendations on a quarterly and annual basis.

Participate in and support Emergency Management activities to prepare for, respond to, mitigate against, and recover from disasters.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Bachelor's degree in emergency management, disaster mitigation, industrial safety and health, safety engineering, safety management, risk management, public administration, or closely related field

AND

B. Three (3) years of related experience, preferably in the emergency management or safety field

2. Special Qualifications:

Valid Utah Class D Driver License

Utah Certified Emergency Manager (UCEM) certificate issued by the Utah Division of Emergency Management and/or Certified Emergency Manager (CEM) certificate issued by the International Association of Emergency managers (IAEM) preferred.

Safety experience in Public Utilities (streets, water, sewer or electric) preferred.

Certifications in safety and/or risk management such as Certified Safety Professional (CSP), Certificate of Safety Management or Associate of Risk Management (ARM) preferred.

Familiarity with National Fire Protection Association standards (NFPA), International Organization for Standardization (ISO), and Uniform Building Codes (UBC) and regulations preferred.

Certificate of completion of a Public Information Officer course from an approved training institution preferred.

3. Knowledge, Skills and Abilities:

Working knowledge of safety/health, environmental, engineering and loss prevention procedures.

Thorough knowledge of OSHA and DOT rules and regulations as they relate to municipal and public utility employees.

Ability to develop and implement an effective safety and hazard control programs. Assess risks and hazards and make effective and timely recommendations for action and correction.

Knowledge of principles, practices, and applicable equipment related to the industrial safety and hygiene, Personal Protective Equipment (PPE), and on-site hazardous waste management.

Skill in record keeping principles and practices.

Ability to make effective written and oral presentations to diverse groups.

Ability to analyze and understand safety/health policies and principles; ability to maintain efficient risk management systems and procedures; ability to analyze risks and exposures;

Ability to establish and maintain effective working relationships with employees, supervisors, city officials, vendors and the general public; ability to communicate effectively, orally and in writing.

Knowledge of background and objectives of Federal, State, County and local emergency management programs; applicable laws, rules, regulations and/or policies and procedures; principles, theories and practices of emergency management, communications, planning, budget development and management, legislative process, public relations and performance management; statistical sampling, modeling and analysis techniques; and research methods and techniques.

4. Working Conditions:

Comfortable working conditions, handling light weights, intermittent sitting, standing, and walking. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Subject to extreme weather conditions. Occasionally will be in rain, floods, mud, etc. Considerable exposure to stressful situations as a result of human behavior and the demands of the position. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Official/Adm
Location:	Administrative Services Admin	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	222