



CITY OF SANTA ROSA  
invites applications for the position of:

# Safety and Training Coordinator

An Equal Opportunity Employer

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**SALARY:** \$38.42 - \$49.65 Hourly  
\$6,659.92 - \$8,605.92 Monthly

**OPENING DATE:** 02/26/20

**CLOSING DATE:** 03/18/20 11:59 PM

## **THE POSITION:**

**The Ideal Candidate:** Will be a proven self-starter with a strong commitment to the field, thrives on managing multiple projects and working in a dynamic organization, and is a proven leader with a track record of creating and running effective safety programs. The individual will possess a personal management style that is flexible, collaborative and works well with a broad range of contacts. Strong written and verbal communication skills and the knowledge and technical abilities necessary to develop, deliver, coordinate and supervise department wide training are required.

This is a management classification in the Water Department. Under general direction, the Safety and Training Coordinator plans, evaluates, reviews, coordinates, reports on, and conducts a wide variety of training and safety programs for the department. These include programs that promote safe work practices. The incumbent exercises considerable judgment in planning, coordinating, maintaining records on, and reporting on safety and training activities of department staff. The Safety and Training Coordinator also keeps abreast of regulations governing safe work practices and develops or modifies procedures as necessary to ensure the department's practices are in compliance.

## **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

### Essential Duties:

The following duties are considered essential for this job classification:

- Develop, implement, coordinate and supervise department-wide training and safety activities;
- perform job site safety inspections and make recommendations to management to minimize risk;
- maintain activity files and conduct special studies and investigations related to safety for the Water Department;
- coordinate the Department's Emergency Operations Center efforts and other emergency preparedness activities;
- advise staff, keep records and prepare reports as necessary to ensure compliance with applicable regulations;
- assist in the development of safety goals, objectives, policies, and priorities of the Department and brief management on objectives;
- confer with professional trainers, contractors, other departments, and other City staff regarding training and safety issues;
- review and track department accident and injury incidents and prepare reports on safety violations which may result in disciplinary action;
- serve as an information resource and advisor to the Water Department Safety Committees;
- represent the department on city-wide safety and emergency operation committees;
- Initiate and administer contracts related to safety and training.

### Additional Duties:

In addition to the duties listed in the Essential Duties section, this position may perform the following duties. This position may not be assigned all duties listed below, nor do examples cover all duties that may be assigned.

- Offer input into budget preparation as it relates to safety and training;
- Represent the department for all CalOSHA appeals, hearings, inspections and investigations
- and perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of: Local, state and federal regulations pertaining to safety, training development, classroom instruction and applicable licensing requirements; industry best practices for job safety; adult learning theory; training methods and available resources; Cal-OSHA and NFPA regulations governing safe work; computer software applications related to the work.

Ability to: Communicate clearly and concisely, orally and in writing; interact effectively with those contacted in the course of work; conduct training on a variety of topics; utilize PC based computers in evaluating training and safety reports, data, and for communication; evaluate training and safety issues and provide recommendations for the resolution of those issues; plan, organize and conduct effective safety-related training programs; maintain records and files and prepare a variety of complex technical reports.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Sufficient experience interpreting and applying safety and training regulations as they relate to the operation of heavy equipment, industrial shop operations, traffic control, excavation, and safe work practices for field and office activities to demonstrate possession of the knowledge and abilities listed above;

Education - Equivalent to graduation from high school supplemented by course work or field studies in construction and industrial safety. A bachelor's in Safety Management or a related field from an accredited college or university, and/or additional course work in on-the-job training practices, equipment operation, or education are highly desirable.

**LICENSE OR CERTIFICATE**

This classification requires the use of a vehicle while conducting City business. In order to drive, individuals must be physically capable of operating the vehicles safely and must possess and maintain throughout the course of employment a valid, Class C, California driver license. Certified cardiopulmonary resuscitation (CPR) instructor is desirable.

**ADDITIONAL INFORMATION:**

The work of this classification is performed both indoors in an office or classroom environment and outdoors in a variety of weather conditions, including inclement weather. Incumbents are expected to travel regularly to various worksite locations, which may involve walking over rough, uneven, or rocky surfaces in addition to standing and sitting for long periods of time with the ability to move at will. Operating and training staff on various types of machinery and equipment, ranging from respiratory protection, jack hammers, and compressors to backhoes, loaders, and shoring equipment requires the ability sit, climb, balance, stoop, kneel, crouch, crawl, lift arms above shoulder level, and use hands to finger, handle or feel, reach with hands and arms. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Incumbents communicate with others face-to-face, by telephone, and in group settings when responding to questions, providing training or making formal presentations and will be expected to read, comprehend, and draws inferences from written material. This position will utilize a computer to produce written documents, which requires continuous or repetitive arm/hand movements. Moving training materials requires the ability to lift and carry items weighing up to 50 pounds short distances.

Computer kiosks are available at our office for applicant use:

100 Santa Rosa Ave, Room 1  
Santa Rosa, CA 95404  
Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:

**APPLICANT'S RESPONSIBILITIES:**

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

**SPECIAL ACCOMMODATIONS:**

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at [www.srcity.org/jobs](http://www.srcity.org/jobs) or call Human resources at 707-543-3060. The City is an equal opportunity employer.

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**Safety and Training Coordinator Supplemental Questionnaire**

- \* 1. Indicate your highest level of education:
  - Equivalent to graduation from high school
  - Associate degree
  - Bachelor's degree or higher
- \* 2. Please list any related coursework and/or certifications.
- \* 3. Describe your experience interpreting and applying State and Federal safety and training regulations as they relate to the operation of heavy equipment, industrial shop operations, traffic control, excavation, and safe work practices for field and office activities.
- \* 4. Please describe any training courses you have prepared and personally taught. In your answer provide the number of employees that attended your courses, the type of training material you prepared, the length of the course, and the type of equipment and/or software you used to develop and present the material.
- \* 5. Please describe your experience conducting and documenting safety inspections.
- \* Required Question