

**NEW Water  
Job Description**



Salary range: \$62,858 - \$88,733  
Hiring range: \$62,858 – \$73,840

SECTION 1 .....		DEMOGRAPHIC INFORMATION	
<b>Job Title</b>	Health, Safety and Security Coordinator	<b>Division</b>	Operations
<b>Department</b>	Health and Safety	<b>Reports To (Job Title)</b>	Director of Operations
<b>Full-Time / Part-Time</b>	Full-Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Pay Grade</b>	11	<b>Exempt/Non-exempt</b>	Exempt
<b>Adoption Date (original job description date)</b>		<b>Last Revision Date</b>	September 25, 2017
<b>Approved By (generally same as "Reports To")</b>	Director of Operations	<b>Human Resources Approval Date</b>	September 27, 2017
<b>Director Approved By (Job Title)</b>	Director of Operations		

SECTION 2 .....	JOB SUMMARY
	Provides overall development, implementation, and management of the NEW Water Health, Safety, and Security programs. Provides technical expertise and assistance to management in the development and implementation of safety, security, and occupational health plans and programs designed to meet NEW Water objectives. Coordinates, conducts, documents employee training related to safety, security, and occupational health policies and practices. Represents NEW Water in the community with respect to emergency response. Assigned as the standing chairperson of the Safety Committee and is a standing member of the Wellness Committee.

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
		<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed
	<b>Description of Duties</b>	<b>Frequency</b>
<b>Key Area:</b> Program Administration		<b>40% of job</b>
	Assures compliance with applicable health, safety and security regulations.	Daily
	Manages the security program. Determines the appropriate security equipment needed and assures all security equipment is maintained in a proper working order. Responsible for the proper functioning of all building and site security equipment and monitoring systems. Acts as a liaison between NEW Water and local law enforcement, fire protection, and emergency response agencies. Coordinates and participates in vulnerability assessments.	Weekly
	Administers the contract with occupational nursing services.	Weekly
	Per the Wisconsin Worker's Compensation Act, manages the workers' compensation program and processes necessary paper work. Establishes and maintains communication lines among injured employees, insurance carrier, and other parties of interest. Coordinates return to work and light duty assignments for employees with restrictions. Ability to evaluate injury/illness data including the occupational injury/illness log (OSHA Form 300/301), workers compensation form (WKC-12) and other hazard identification records. This includes the ability to calculate Day Away, Restricted/Transferred (DART) and Total Case Rate (TRC) rate and the ability to compare these company rates with industry averages (BLS data).	Monthly
	Demonstrates proficiency in the anticipation, recognition, evaluation, control, and management of occupational safety hazards.	Daily
	Acts as Chairperson for Safety Committee.	Monthly
<b>Key Area:</b> Program Resource		<b>10% of job</b>
	Serve as an internal consultant to employees and management on health, safety and security issues.	Daily
	Completes necessary industrial hygiene monitoring including sound, containment exposure determination. Reviews radiation training with employees and uses direct reading equipment as appropriate.	Quarterly

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Completes asbestos and lead paint inspections and acquires samples of materials known to contain hazards.	Monthly
Evaluates new materials and material use to ensure compliance with regulatory requirements, promote a safe work environment and protect the environment.	Monthly
Works with engineering in the design and installation of new or altered equipment or processes with the goal of eliminating or reducing safety hazards and environmental impact.	Quarterly
Identifies and makes recommendations for interim protection.	Weekly
<b>Key Area:</b> Program Training and Recordkeeping	<b>25% of job</b>
Maintains records for all employee safety training activities and provides reporting of activities.	Daily
Identifies, schedules, and conducts NEW Water health, safety, and security training to meet program needs, regulatory needs, and management needs.	Weekly
Operates audio-visual equipment for employee training and other NEW Water uses.	Weekly
<b>Key Area:</b> Program Incident Investigation	<b>15% of job</b>
Conducts accident, near miss, and property damage investigations and performs job safety analysis as needed and as requested by managers or executive staff.	Weekly
Conducts security audits, tabletop exercises, and emergency response scenarios with local agencies.	Quarterly
<b>Key Area:</b> Program Budgeting and Requisitioning	<b>10% of job</b>
Organizes the Health and Safety budget and presents to the Director of Operations and Executive Director.	Yearly
Manages expenditures for in-house and contracted activities to insure budget compliance.	Weekly
Approves requisitions and purchases from the health, safety, and security budgets	Weekly
Works closely with the Wellness Committee chairperson on the wellness budget.	Monthly
<b>Other:</b>	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 ..... EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree	Occupational and Environmental Health and Safety, Industrial Safety, Emergency Management, Industrial Hygiene, or related field.
<b>Additional Information Regarding the Required Education:</b>	An equivalent combination of education, training, and relevant experience will also be considered.

SECTION 5 ..... EXPERIENCE REQUIRED	
<b>Years of Experience</b>	4 – 5 years
<b>Other Specific Experience Required or Preferred</b>	Minimum of four years of experience in occupational health, safety and security program administration work, principles and practices of occupational safety and health, workers' compensation, and industrial hygiene practices. Knowledge of federal and state safety and health regulations. Knowledge of computer equipment and related safety and training software packages.

SECTION 6 ..... CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
State of Wisconsin Issued Asbestos Inspector License	No	1 year

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Current and valid motor vehicle operator's license	Yes	
<b>Preferred Certification/Licensure</b>		
Certified Safety Professional (CSP)		
National Incident Management System (NIMS) ICS – 100 (Introduction to Incident Command) and IS – 700 (Introduction to NIMS) Certification		
Industrial Hygiene Certification		

SECTION 7 ..... ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Ability to communicate effectively, both orally and in writing. Must possess interpersonal skills necessary to lead management and staff in a committee setting, maintain positive and professional relationships with internal and external customers, and the general public.</p> <p>Ability to identify, evaluate, and plan for long-range safety, security, and occupational health program improvements and integrate safety, security, and occupational health activities into the NEW Water strategic plan.</p> <p>Ability to balance multiple tasks simultaneously with attention to detail.</p> <p>Able to comfortably speak in front of large groups.</p>

SECTION 8 ..... SOFTWARE / TECHNOLOGY UTILIZED
<p>Microsoft Outlook, Word, Excel, SharePoint, Camtasia Studio, Snagit, Safety Management Software 3.0, Microsoft Dynamics, Markware, , MyInertia, ID Flow, Entrapass Global Gateway, Exacq, Compliance Suite, Audio-visual equipment, telephone and voicemail.</p>

SECTION 9 ..... EQUIPMENT / MACHINERY UTILIZED
<p>Brady label maker, XRF lead paint analyzer, GILAIR sampler, QUEST noise dosimeter, multi meter, assortment of wrenches/screwdrivers, fall protection, aerial lifts, forklifts, gantry cranes and lifting equipment, vehicles, respirators, and Self Contained Breathing Apparatuses (SCBA).</p>

SECTION 10 ..... JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
<b>Job Centered / Work Unit:</b> Decisions are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
<b>Department-Wide:</b> Decisions may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input checked="" type="checkbox"/>
<b>Multiple Departments:</b> Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
<b>Entire Organization:</b> Decisions are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

SECTION 11 ..... JUDGMENTS / DECISION-MAKING EXAMPLES		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Example of Decision / Judgment	Job Title of Who Reviews (If Anyone)	Frequency
Interpretation of Health, Safety and Security standards and how they affect operation process or financially.	Director of Operations and Management Team	Weekly

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Judgments on the best form of treatment of injured employees.	Injured Employee and Manager	Monthly
Case management of workers' compensation claims and restrictions.	Injured Employee, Manager, Human Resources Manager, and Executive Team	Monthly
Purchase of items and budget constraints for the department.	Director of Operations	Weekly
Make recommendations for interim protection on evaluated hazards.	Director of Operations and Management Team and Employees	Daily
Determines training schedules and quantity.	Management Team and Employees	Monthly

**SECTION 12..... PROBLEM SOLVING**

Example of Problem	Resources Used
Employee interpretations of safety and health programs.	OSHA, NFPA, ANSI, Company Policies, and Management and Executive Staff
Workers' compensation claims that need resolution.	Knowledge of the Wisconsin Workers Compensation process and insurance company practices.
Safety equipment failures.	Technical equipment details, vendor representatives investigations
Occupational health issues.	Nurse and health clinic experts
Solving problems with NEW Water programs that may be in conflict with state or federal programs.	OSHA, NFPA, ANSI, Department of Safety and Professional Services, and Executive Team
Security issues/problems.	Knowledge of systems, IT, and vendors

**SECTION 13 ..... WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

**Frequency:** Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Title/Description of Contact	Purpose of Contact	Frequency
Executive Team	Informative and to update on programs and issues requiring additional direction.	Monthly
Director of Operations	Informative and to update on programs and issues requiring additional direction. Direct report.	Daily/Weekly
Management Team	Update on internal programs and policy related to health, safety, or security objectives.	Daily
NEW Water Employees	Updates, problems solving, resource on safety, security, training, and occupational health issues.	Daily
Legal Counsel	As needed regarding issues relating workers compensation or security.	As Needed
National Safety Council / Wisconsin Council of Safety	To stay current on issues and act as a resource to the council when the issues are related to the waste water industry.	Annually
Brown County Local Emergency Planning Committee (LEPC)	Participate on advisory board.	Bimonthly
Vendors	Research or to purchase best overall health, safety, and security equipment.	Weekly
Insurance Carriers	District's representative to insurance carrier for workers compensation and safety issues.	Monthly
Peers in Industry	To stay current, act as a resource.	As Needed
Occupational Health Nurse	Informative, set work schedules, discuss immunizations and health issues, and coordinate work injuries.	Weekly

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Occupational Safety and Health Administration	Research standards and interpretations for implementation.	Monthly
Analytical Labs	Sample results and determining proper sample media and procedures.	Monthly/Annually

**SECTION 14 ..... SUPERVISION / MANAGEMENT AUTHORITY**

Action	Yes	No	Provides Input
Screen / Interview Applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare Work Schedules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Employees Directly Supervised**

# Employees	Job Title
1	Health, Safety and Security Intern

**Employees Indirectly Supervised**

# Employees	Job Title
1	Occupational Health Nurse

**SECTION 15..... WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

Refer to ErgoFactor Job Analysis for this position for details. <S:\Safety\Blankenheim Project\Operations\Safety and Security Coordinator.pdf>.

**SECTION 16 ..... ADDITIONAL COMMENTS**

Ability to remain calm and in-control in stressful situations. The ability to see all facets of a situation. Able to use logic always. Able to deal with irate employees.

**THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.**

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**JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.**