

**NEW Water
Job Description**



Hourly Rate: \$12.50

SECTION 1		DEMOGRAPHIC INFORMATION	
Job Title	Health, Safety and Security Intern	Division	Operations
Department	Health and Safety	Reports To (Job Title)	Health, Safety and Security Coordinator
Full-Time / Part-Time	Part-Time	Part-Time (Hrs per Wk)	40/10
Pay Grade	Seasonal	Exempt/Non-exempt	No
Adoption Date (original job description date)	April 06, 2015	Last Revision Date	July 2016
Approved By (generally same as "Reports To")	Health, Safety and Security Coordinator	Human Resources Approval Date	July 2016
Director Approved By (Job Title)	Director of Operations		

SECTION 2	JOB SUMMARY
<p>The primary role of this position is to provide support to the Safety and Security Coordinator. This position will be responsible for the organization and completion of safety and security projects, the generation and maintenance of various reports, data bases, spreadsheets and other duties as assigned. This position will work under the direct supervision of NEW Water's Safety and Security Coordinator.</p>	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Description of Duties		Frequency
Key Area: Program Resource		40% of job
Support the completion of department projects.		Daily
Miscellaneous responsibilities including, but not limited to safety inspection aid.		Daily
Key Area: Program Recordkeeping		60% of job
Maintain various department data bases.		Daily
Review and update organization-wide safety related procedures.		Daily
Other:		
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	
High School Education (or Equivalent).		
Additional Information Regarding the Required Education:	Working towards associates or bachelor degree in Occupational and Environmental Health and Safety, Industrial Safety, Emergency Management, Industrial Hygiene, General Science, Math, Engineering or related discipline.	

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	NA
Other Specific Experience Required or Preferred	

SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB		
Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Valid Wisconsin Driver's License	Yes	
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
Ability to communicate effectively, both orally and in writing. Must possess interpersonal skills necessary to communicate with management and staff in a team driven setting, maintain positive and professional relationships with internal and external customers, and the general public. The individual must be reliable, work with initiative, and work well with others. This position also requires the ability to follow complex directions and organize and accomplish tasks with minimal supervision.

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Outlook, Word, Excel, SharePoint, Safety Management Software 3.0, Markware, Phone, and Voicemail.

SECTION 9 EQUIPMENT / MACHINERY UTILIZED
Brady label maker, XRF lead paint analyzer, assortment of wrenches/screwdrivers, fall protection, and vehicles.

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT	
Description of Duties	Check One
Job Centered / Work Unit: Decisions are typically isolated to an individual's job or work unit.	<input checked="" type="checkbox"/>
Department-Wide: 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 type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: 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		
Frequency: 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 program documents.	Health, Safety and Security Coordinator	Daily

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
Evaluate machines and determine power sources.	Employee or general knowledge
Evaluate facility for safety hazards.	OSHA, NFPA, ANSI, Company Policies, and Employees

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Director of Operations	Informative and to update on programs.	Quarterly
NEW Water Staff	Updates, problems solving, and resources.	Daily
Health, Safety and Security Coordinator	Update, problem solving, and resources.	Daily

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY			
Action	Yes	No	Provides Input
Screen / Interview Applicants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare Work Schedules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Employees <u>Directly</u> Supervised	
# Employees	Job Title
	NA
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
	NA

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS
 Refer to ErgoFactor Job Analysis for this position for details.

SECTION 16ADDITIONAL COMMENTS

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.

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