



Job Title	Environmental Safety and Health Coordinator	FLSA Status	Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	16098

Class Specification – Environmental Safety and Health Coordinator

Summary Statement:	
<p>The purpose of this position is to oversee and coordinate environmental safety and health activities within the Streets Division. This is accomplished by overseeing, coordinating, organizing and serving for environmental, health, safety, and MFRCP activities; monitoring program compliance with laws, rules and regulations related to provision of environment, safety, health, and MFRCP; maintaining awareness of new developments in the field of environmental, safety, health, and MFRCP. Incorporate new developments as appropriate into programs. Other duties include providing training on environmental and safety requirements along with training and certification for employees; and serving on city safety committee.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Maintains employee safety and health by providing safety and health trainings; providing City wellness classes and clinics; training streets employees to meet safety and health regulations and update as required; and recommending and assisting in the implementation of goals, objectives, and procedures.
25%	Maintains environment by checking City Street’s facilities; performing weekly hazard waste inspection of all street locations; assisting EVS prepare and maintain and update on all waste profiles used by the City operations; recording and maintaining waste manifest for all streets locations; and coordinating the streets spill team.
20%	Performs duties as the MFRCP by assisting the MFRCP coordinator in bidding and pricing the BMP supplies for all City departments; updating plans; administrating the streets MFRCP for fleet locations and service and fuel trucks; assisting other City departments with questions and issues associated with their MFRCP.
20%	Performs duties as the street SPCC plan alternate coordinator by responding to spills and assisting with clean up and disposal of spills; providing proper PPE for spill cleanup; conducting proper notifications in the event of a spill; providing over site and direction during spills; conducting annual and monthly inspections of SPCC bulk oil container following EPA procedures; and assisting CSU/ EVS with SPCC plan formation and updates.
10%	Handles other safety duties by assisting City safety as needed during vacation, projects and emergencies.



Job Title	Environmental Safety and Health Coordinator	FLSA Status	Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	16098

Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in environmental science, environmental safety, or a related field.

Experience: Three years of full-time responsible environmental health and safety experience including one year of administrative responsibility.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



Job Title	Environmental Safety and Health Coordinator	FLSA Status	Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	16098

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Shop
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment, Air monitoring equipment and weather monitoring equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: August 2014