

**City of  
EDMONDS  
Washington**

**SAFETY & DISASTER COORDINATOR**

<b>Department:</b>	Human Resources	<b>Salary Range</b>	<b>10</b>
<b>Bargaining Unit:</b>	Non Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	January 2019	<b>Reports To:</b>	Human Resources

**POSITION PURPOSE:** Under general supervision, serves as an internal safety and disaster program(s) coordinator, administering a comprehensive employee occupational safety, health and training program and serving in the role and performing the duties of the organization’s Disaster Coordinator to comply with applicable Federal and State laws and regulations.

This is a full-time position (.75 safety and .25 disaster coordinator duties). Approximately 30 hours per week will be spent on City-wide safety duties and 10 hours per week will be spent focusing on disaster coordinator duties.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible to plan, develop, administer and implement provisions of the employee occupational safety, health and training program for field personnel and City staff.
- Conducts research, makes recommendations and prepares City policy and procedures to implement provisions of WISHA/OSHA/WAC and other regulations related to occupational safety and health; develop and maintain safety policy and procedures manual (Accident Prevention Program).
- May coordinate (as directed) the administration of the City’s Worker’s compensation program including: monitoring and managing the claims process for the City’s early return to work program; coordinating employee leaves related to worker’s compensation, working with injured employees, managers, supervisors and/or L & I claims, and processing of sick leave buy backs; completing the OSHA 300 log and summary; creating other reports regarding accident trends and costs, maintaining records in compliance with OSHA/WISHA/WAC standards.
- Utilizes knowledge of regulations to makes recommendations and decisions regarding safe work practices and the purchase and use of safety equipment.
- Provides guidance, assistance and technical expertise to managers, supervisors and employees regarding mandatory requirements and safety procedures; makes recommendations on program related equipment supplies and costs; recommends or directs corrective measures to ensure employee safety and compliance. May provide on-the-spot corrective materials, communicates and disseminates information, and implements action to resolve related problems.
- Conducts field inspections as needed; investigates or provides for investigations of accidents, reviews accident causes and implements and/or recommends preventive measure to prevent future occurrences; provides advisement and insight on City safety related issues as needed/requested.
- Develops, organizes and provides mandatory safety training in compliance with regulations; evaluates training effectiveness. Assists in the selection and hiring process for consultants to present outside safety-related training; manages, leads and oversees internal employee training instructors and teams; trains and provides support to employee instructors.

## **Safety & Disaster Coordinator**

- Maintains all records required by law, including Safety Data Sheets (SDS), training, inoculations and health testing.
- Leads and/or participates as a member of the City Safety Committee and other related assigned safety committees. May attend department safety committee meetings from time to time to discuss specific safety related topics, hazard communication and/or trends.
- Coordinates and conducts Emergency Operations Center (EOC) training and exercises for City of Edmonds employees and departments.
  - Responsible for ensuring that the appropriate staff will receive training in specific emergency management skills and professional development through available resources.
  - With assistance from SnoCo DEM, the Police Department and the Fire District, responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the Comprehensive Emergency Management Plan (CEMP).
  - Responsible for ensuring that drills and exercises are conducted on an ongoing and annual basis to evaluate the effectiveness of the CEMP and to determine future related training needs, the effectiveness of the City's management programs and the employees' level of training.
  - Manages City EOC assuring facility is well equipped for activation.
- In response to a disaster or emergency event:
  - Coordinate Proclamation of Local Emergency with the Office of the Mayor and SnoCo DEM.
  - Provide policy recommendations to the Mayor during times of emergency or disaster or in anticipation of large scale emergencies.
  - Request outside assistance (other than mutual aid) through SnoCO DEM Emergency Coordination Center or duty officer.
  - Coordinate dissemination of emergency warning information through available city resources and SnoCo DEM; coordinate mitigation and preparedness activities as appropriate.
  - May be designated and provided authorization to impress the services and equipment of residents as necessary in response to a disaster and provided authorization to contract with any person, firm, corporation or entity to provide construction work on an agreed upon cost basis during emergency or disaster operations.
  - Submit complete disaster assistance paperwork to SnoCo DEM for submittal to appropriate county, state and federal agencies.
  - Coordinate with the Emergency Operations Board to ensure that emergency preparedness activities in response to emergencies and disasters and the coordination of the recovery from emergencies and disasters are effectively carried out within the City of Edmonds.
- Coordinate the development and maintenance of the city's Comprehensive Emergency Management Plan (CEMP).
- Represents the City at SnoCo DEM Advisory Board and SnoCo DEM Training and Exercise Work Group meetings.
- Serves as Chair of the Emergency Management Committee that provides staff support, direction and expertise in the development of the CEMP and supporting documents; participate in any related subcommittees as appropriate.
- Develops appropriate budget proposals and recommendations regarding funding decisions to provide resources that may be needed to develop, implement and maintain an effective emergency preparedness and management program.
- Serves as the liaison for community organizations as needed to increase awareness of emergency preparedness and response plans.
- Punctual, regular and reliable attendance is essential for successful job performance.
- May perform other related duties as assigned.

### **Required Knowledge of:**

- Extensive knowledge of local, Federal and State laws and regulations governing occupational safety and health, specifically but not limited to the Washington Industrial Safety & Health Act (WISHA) and the Occupational Safety & Health Act (OSHA) and state industrial insurance and self-insurance as related to workers compensation.
- Basic functions, procedures and policies of the Police and Fire Departments.
- Principles and practices of emergency management plans and programs.
- Coordinating activities of an Emergency Operations Center (EOC), as well as EOC, Comprehensive Emergency Management Plan (CEMP) and Disaster Coordinator processes and procedures.

## **Safety & Disaster Coordinator**

- Incident Command (ICS) and National Incident Management Systems (NIMS) protocols.
- Local community resources and community services programs.
- Safety measures related to the EOC and EOC processes.
- Workers compensation claims management.
- Training practices and procedures.
- Record keeping and reporting requirements and procedures.
- Principles and practices of safety management, industrial hygiene, and storage and disposal of hazardous materials.
- Safety & risk management practices for municipal government, including industry standards and best practices.
- Principles of analysis of safety reports and systems.
- Principles of customer service and public relations.
- Research methods and report preparation and presentation.
- Advanced mathematical computations and statistical methods adequate to correctly perform work.
- Effective oral and written communication principles and practices to include public relations.
- Modern office procedures, methods and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

### **Required Skill & Abilities in:**

- Communicating effectively verbally and in writing with audiences of various levels of technical sophistication.
- Conducting effective research, analysis and interpretation of complex laws and regulations.
- Verbal and written presentation of technical information and detailed instructions.
- Administering and maintaining municipal emergency management plans and programs.
- Preparing emergency management reports in accordance with regulatory reporting requirements.
- Planning and implementing a comprehensive occupational safety and health program.
- Clearly explaining and/or providing instruction in the application of complex laws and regulations, work procedures and the use of safety equipment/clothing.
- Chairing/conducting and facilitating meetings.
- Developing and implementing an EOC and safety-training program to maximize safety of employees and legal compliance.
- Developing and presenting effective training curriculum in numerous areas of occupational safety and health.
- Working effectively under general supervision, independently, and as a member of a service-oriented team.
- Maintaining physical ability to perform demonstrations of safety methods, the use of safety equipment and rescue operations.
- Planning and meeting deadlines, working with multiple projects.
- Knowledge of proper safety principles related to use of equipment at the City.
- Analyzing and interpreting fiscal and accounting reports.
- Preparing informative and statistical reports.
- Gathering data and verifying information.
- Responding to safety related questions and concerns, OSHA and/or L & I inspections, etc.
- Interpreting and applying federal, state and local policies, laws and regulations related to safety.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

**Safety & Disaster Coordinator**

- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Maintaining confidentiality as appropriate and communicating with tact and diplomacy.
- Perceiving when non-routine activities are required and offering to help without needing to be asked.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Two years of college-level course work or equivalent emergency management or public administration AND safety training providing a thorough knowledge of laws, regulations and management of emergency management services, occupational safety, industrial hygiene or related field plus work experience in administration of federal or state mandated safety programs and public relations or communications experience required OR an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Valid Washington State driver's license or possession of a valid Washington State driver's license within one month of date of hire.

Current NIMS training (IS Level 100, 200, 700 and 800 certification) or must obtain these certifications within six months of date of hire.

Safety and Health Specialist Certification preferred.

Must be able to successfully complete and pass a criminal background check and fingerprinting, as well as periodic ACCESS security training.

**WORKING CONDITIONS:**

**Environment:**

- Office and field environment.
- Constant interruptions.

**Physical Abilities**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard or other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining stationary for extended periods of time.
- Bending at the waist, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

**Hazards**

- Potential handling of moderate risk hazardous materials and potential accidental exposure to hazardous chemicals.
- Contact with dissatisfied or upset individuals.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_