



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Customer Service
Title: Environmental Health & Safety Coordinator
Minimum Salary: \$52,924
Open: October 26, 2015
Targeted Date to Fill: November 30, 2015

Recruitment Unit: Organizational Development
Department: Detroit Water and Sewerage
Maximum Salary: \$95,039
Vacancies: Multiple

General Summary

The Environmental Health and Safety Coordinator conducts safety programs and investigates safety concerns to ensure compliance with applicable local, state and federal rules and regulations. This position is also responsible for monitoring policies and procedures to ensure a healthy and safe work environment. The Environmental Health and Safety Coordinator must also maintain a valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain, follow security and safety policies and procedures in carrying out work duties, as well as work various shifts including weekends, and provide on the job training.

Requirements

- Associate's degree or equivalent coursework; with specialization in environmental or occupational health and safety or a related discipline
- A minimum of five (5) years of experience in assisting with planning and conducting successful safety programs covering a wide variety of occupations and exposures to hazardous work environments

Job Duties

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks that may be performed)

- Conduct safety inspections and identify violations on all DWSD properties and facilities
- Serve as safety expert and liaison for DWSD in interactions with local, state, and federal regulatory agencies
- Investigate and submit written reports on incidents involving environmental health and safety matters
- Respond to emergencies involving hazardous incidents to aid in remediation efforts
- Assist in the coordination of abatement action programs
- Maintain up-to-date emergency response plans and procedures
- Develop and implement strategies to keep employees and the general public safe
- Develop policies and procedures to ensure compliance with environmental health and safety standards and best management practices
- Provide interpretations of rules and regulations pertaining to environmental health and safety to staff
- Develop and conduct safety training classes
- Assist with handling of workers compensation cases and designing programs to control, eliminate and prevent future injuries and/or illnesses

Knowledge of:

- First Aid, CPR, etc.
- Hazards commonly encountered in various occupations and industries and effective safety measures
- Michigan Workers Compensation Law
- Federal and Michigan Occupational Safety and Health Act (OSHA and MIOSHA)
- Standard practices of accident reporting and exposure evaluation
- Michigan Department of Transportation (MDOT)
- Municipal building and fire codes



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Knowledge of continued:

- Environmental Protection Agency (EPA)
- Michigan Department of Environmental Quality (MDEQ)
- All federal, state, and local regulatory agencies involving water and wastewater
- Root cause and corrective action analysis techniques (5 Why's, Fishbone Diagrams, etc.)
- Knowledge of negotiation techniques
- Effective safety training programs

Skill To

- Detect potentially hazardous situations
- Communicate effectively, both orally and in writing with employees, union representatives, management personnel, and other safety representatives
- Be observant to hazardous conditions
- Stimulate active interest in safety practices on the part of supervisors and employees
- Effectively deal with supervisors and employees during worker's compensation cases
- Determine the most effective means of reducing workplace accidents
- Build strong relationships with outside regulatory agencies
- Manage completion of safety corrective actions
- Create trending reports of safety data
- Provide safety training
- Manage contracts and contractors related to safety and health
- Use advanced technology

Ability To

- Work effectively in a team-based, flexible workforce with minimal supervision
- Recognize and address unsafe conditions and violations
- Represent DWSD effectively when working with regulatory auditors and outside agencies
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member

Evaluation Process

1. Oral appraisal 50%
2. Training, Experience, and Personal Qualifications: 50%

License, Certification and Other Special Requirements

- Valid Michigan Driver's License

Comments

The City of Detroit Water and Sewerage Department is an Equal Opportunity Employer



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Please Note: **Employment with the City of Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.**

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner
- Apply the proper safety/security practices according to established protocols, guidelines and policies