

**CITY OF GLENDALE**

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| <b>TITLE:</b> Utility Safety/Security Coordinator    | <b>CLASS CODE:</b> | <b>943</b> |
| <b>REPORTS TO:</b> Utilities Security Superintendent | <b>GRADE:</b>      | <b>28</b>  |
| <b>DEPARTMENT:</b> Utilities                         | <b>FLSA:</b>       | <b>E</b>   |
| <b>JOB SPECIFICATION DATE: February 16, 2007 cm</b>  |                    |            |

**JOB SUMMARY**

Depending on assignment, an incumbent reviews safety programs for compliance governing water and wastewater treatment plants, assists in developing programs, training and other projects and/or develops, coordinates and assists with the implementation and testing of “stand alone” security and emergency response plans for all City water and wastewater treatment plants that have been designated critical infrastructure and is responsible for the initial development of all security-related policies and procedures required to operate the 24/7 Central Alarm Station (CAS). Incumbents work with plant and facility staff to prevent industrial accident losses and ensure the plans are current and reflect the operational characteristics of each location.

**ESSENTIAL FUNCTIONS**

**Depending on assignment responsibilities may include:**

1. Assesses emergency response, safety and security programs, operations, processes, equipment and systems in water and wastewater treatment plants.
2. Interfaces with staff to assess needs and develop special training and assessment programs relating to emergency response, safety and security.
3. Assists staff in identifying conditions and practices that are unsafe or could result in a security breach, industrial accident or non-compliance with government and City safety regulations. Makes recommendations for improvement.
4. Surveys job sites and trains staff in inspecting equipment, systems, and working conditions to determine emergency response, safety and security compliance (including OSHA) and investigates and reports irregularities.
5. Conducts and trains staff in accident investigation, safety inspections and related issues.
6. Develops, implements, and trains staff regarding site emergency response incidents, and security plans.
7. Works with consultants, engineers and other outside contractors in developing programs, training and other projects.
8. Responsible for compliance with Environmental Protection Agency (EPA), Arizona Department of Environmental Quality (ADEQ), Maricopa County Department of Health Services (MCDHS) and OSHA mandates for Utilities department.
9. Communicates and coordinates emergency response, safety and security activities with managers, supervisors and staff to maximize the effectiveness and efficiency of interdepartmental operations and activities.
10. Develops emergency response and security-related tabletop exercises to train/evaluate other COG elements (Police, Fire, Homeland Security, Risk Management, Marketing, Environmental Resources –Water Quality Laboratory) regarding their critical role in protecting critical infrastructures and thereby ensuring continued public health and safety.
11. Works with plant and facility staff to ensure security and prevent industrial accident losses.

**UTILITY SAFETY/SECURITY COORDINATOR**

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12. Reviews and updates the plans to ensure they remain current and reflect the operational characteristics of each facility.
- ~~11-13.~~ Chairs and conducts safety committee meetings for Utilities Department.
- ~~12-14.~~ Attends classes and seminars to maintain a high level of proficiency in safety and security.
15. Trains and assists staff in training employees and supervisors in matters of safety and security awareness.

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### **SECONDARY FUNCTIONS**

16. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

Principles of emergency response, incident command, accident prevention, industrial hygiene, and security  
State and federal OSHA standards  
Water treatment and reclamation operations and procedures, including ADEQ mandated public health and safety requirements  
Chemistry, physics, engineering, and other applicable scientific fields as these relate to emergency response, safety and security issues  
Pertinent federal, state and local laws, codes, and regulations related to emergency response, occupational safety and health precautions and security issues  
Training program and material development  
Effective training, supervision and performance evaluation techniques  
Program development and implementation  
Personal computer and applicable software used in analysis, program, and plan development

#### **Ability to:**

Interpret and apply federal, state and local policies, procedures, laws, and regulations  
Evaluate City facilities, equipment, materials and employee work practices to determine hazardous conditions, security vulnerabilities and instances of non-compliance  
Use risk and vulnerability analysis techniques to develop creative solutions to complex problems  
Provide advice to city personnel on emergency response, safety and security rules and regulations  
Interact with various departments within the organization to accomplish emergency response, safety and security goals  
Work independently with minimal supervision  
Communicate effectively, orally and in writing

### **WORKING CONDITIONS**

Office environment; field environment for job site inspections, routine security inspections, accident investigations and training; work at water/wastewater treatment plants and distribution/collections systems. May be exposed to hazardous chemicals and to seasonal weather conditions.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Safety, Science, Engineering, Chemistry, Business Management or related field; and three years experience in emergency management, accident prevention, security, risk management or related field.

Any equivalent combination of experience and training that provides the required knowledge skills and abilities is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license and acceptable driving record