



POSITION DESCRIPTION

Job Title: Director - Safety and Environmental Health**Job Code:** 0328**Salary Grade:** 24**FLSA Status:** Exempt**Date:** September 26, 2008

JOB SUMMARY

The Director – Safety and Environmental Health develops, recommends, and implements policies, programs, and procedures which optimize the health and safety of SAWS while ensuring compliance with all federal, state, and local laws, regulations, and safety standards (OSHA, DOT). The incumbent anticipates and identifies unsafe conditions and hazards, while promoting a positive safety culture which meets and exceeds organizational and industry safety standards.

ESSENTIAL FUNCTIONS

1. Champions safety and environmental health within and without the organization.
2. Audits and identifies safety and health concerns and hazards by surveying environmental, operational, and occupational conditions.
3. Implements effective loss control measures to reduce incidents, illnesses and injuries; including directing thorough implementation of lessons learned / best practices to ingrain them within the organization's culture.
4. Utilizes in-depth knowledge and expertise to research, review, and interpret regulations.
5. Develops and maintains positive and constructive relationships with local, state, and federal regulatory agencies, as well as with relevant professional organizations.
6. Serves as an expert resource for management on safety and health processes, policies, and regulations.
7. Ensures site management and site inspection representatives are adequately trained for the performance of their tasks. Leads and provides guidance to ensure the culture reflects SAWS' vision for safety and environmental health.
8. Provides expertise for investigations of safety and environmental health concerns and incidents, develops corrective actions and follow-up mechanisms, and ensures communication of relevant information to management and all employees.
9. Ensures implementation and management of safety training and documentation.
10. Oversees the safety and environmental health activities of contractors as they apply to the organizations vision, goals, and work practices.
11. Monitors federal and state agencies for regulatory changes and counsels with operations regarding changes that may impact the organization.
12. Supervises, selects, develops, trains, and evaluates personnel.
13. Forecasts, allocates, and monitors the human, physical, and financial resources for assigned area.
14. Performs other duties as required.

DECISION MAKING

- Works under limited supervision. Reports to the Vice-President.
- Supervises 5-10 staff, including professionals with expertise in safety and environmental health.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Engineering, Industrial Psychology, Risk Management, Business, Human Resources, Safety, Public Health, or related field.
- Eight years' relevant professional work experience in fleet safety management, OSHA and DOT compliance, including five years' supervising personnel.
- Able to use word processing, spreadsheet, database, Visio, safety reporting software, and presentation software.
- Valid Class "C" Texas Driver's License consistent with SAWS Driving Policy.

PREFERRED QUALIFICATIONS

- Demonstrated experience in leading a safety and environmental health department and making significant improvement in safe operations, vehicle safety, reporting and compliance.
- Professional designation within the safety and environmental health field such as Executive Safety Management Certification, Certified Safety Professional, Registered Environmental Manager,



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Certified Industrial Hygienist, Certified Utility Safety Administrator, Certified Occupational Hearing Conservationist, and Associate Safety Professional.

- OSHA Commendations or industry commendations.

JOB DIMENSIONS

- Contact with internal and external customers, regulatory agencies, contractors, and field consultants.
- Communicates effectively, verbally and in writing.
- Will be required to work "on call" and some hours other than the regular schedule.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical requirements include lifting up to 25 pounds occasionally. Subject to walking, climbing stairs, climbing ladders, and working at heights on construction projects to perform job scope. Requires visual acuity, speech and hearing.

Working conditions are in an office and field environment with exposure to inclement weather, permit-required confined space entry and site conditions typical of heavy construction. May be required to comply with requirements as specified in applicable regulations for personal protective equipment, including clearance for use of respiratory protection and other associated equipment.

Also drives a company and/or personal vehicle when performing duties at field locations.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.