

City of Bend Job Announcement

Safety/Risk Program Manager Public Works Department

(Non-Represented, Overtime-Exempt Position)



Applications are currently being accepted for a full-time Safety/Risk Program Manager to manage and coordinate the comprehensive safety/risk program and oversee the safety training program for the Public Works Department. This position provides technical expertise focusing on public and employee health and safety, environmental and infrastructure/operational security risks, emergency and disaster planning and technical training development. Also participates in the planning, budgeting, staffing, supervision and administration of the Public Works Department's safety/risk management program.

This position requires a Bachelor's degree with major coursework in safety engineering, occupational safety and health, or related field, and three-to-five years' (3-5) related experience. Demonstrated experience in safety and risk management of public works or construction operations is preferred. Other combinations of experience and education that meet the minimum requirements may be substituted if sufficient to successfully perform the essential duties of the position, as specified in the attached position description. Certified Safety Professional (CSP) or similar industry designation is desirable. Must possess and maintain a valid Oregon driver's license.

Annual Salary Range: \$53,304 - \$73,440, depending on education, background and experience. An excellent benefit package is provided.

**To apply, submit City of Bend employment application & resume to:
City of Bend, Attn: Human Resources Dept.**

710 NW Wall Street

PO Box 431

Bend, OR 97709-0431

Fax: (541) 385-6676

E-mail: bharriman@ci.bend.or.us

Inquiries to: (541) 388-5574

Mandatory City of Bend Application Form may be downloaded from the City of Bend website at www.ci.bend.or.us. Applications must be received no later than noon (PST) on February 26, 2010.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to City of Bend Human Resources Manager Janice Grady at (541) 388-5502, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please call 1-800-676-3777 for information (voice or text); 1-877-735-7525 (STS English); 1-800-735-3896 (STS Spanish); 1-800-750-1232, or 7-1-1 (TDD); and for assistance with Voice Carryover Device communication, 1-800-735-3260.

CITY OF BEND RECRUITMENT AND SELECTION PROCESS

The City accepts applications only when position openings exist. The following is a general description of what you can expect when you apply for a City of Bend job opening:

1. You will be required to submit a City of Bend employment application plus any additional information that is needed to identify the most qualified applicants. This may include a resume, references, work samples, supplemental questionnaire, or other similar materials.
2. It generally takes 15-20 working days for the applications and supplemental information to be reviewed and to notify those who will be interviewed.
3. Normally, only the applicants who are to be interviewed will be notified. If you have not heard from us within 15-20 working days following the closing date for the position, it is likely that you have not been selected for an interview.
4. Candidates who are provided a conditional offer of employment may be subject to pre-employment drug testing.

EEO/ADA EMPLOYER

The City of Bend complies fully with ORS 408.225 regarding Veteran's Preference in hiring.

CITY OF BEND POSITION DESCRIPTION

Class Title:	Safety/Risk Program Manager	Job/Grade Number:	XXXXX/24
Department:	Varies	Division:	Varies
FLSA Status:	Exempt	Representation:	None

Summary

This professional management position manages and coordinates the comprehensive safety/risk program and oversees the safety training program for the Public Works department. Focusing on public and employee health and safety, environmental and infrastructure/operations security risks, emergency and disaster planning and technical training development. Participates in the planning, budgeting, staffing, supervision, and administration of the safety/risk management program as assigned.

Essential Functions, Duties and Responsibilities: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Oversees and participates in the development, implementation and management of the department's Safety Program including department Safety Committee.

Plans, develops, coordinates and implements plans that mitigate public, environmental and corporate risks from the operation of the Utilities (Water, Wastewater, Stormwater), Fleet Division, Transit Division, Airport, Street Division and Transportation Operations.

Develops, maintains and manages systems, policies and procedures to guide and promote safe work performance while minimizing City of Bend asset liability.

Coordinates departmental return-to-work program working with Human Resources staff.

Maintains departmental claim loss statistics, trends and recommends program changes to lower accident frequency and severity.

Works closely with applicable content experts in other City Departments (Police, Fire, Human Resources) to ensure a coordinated and comprehensive approach to safety and risk management.

Assists City of Bend Legal and Human Resources staff in activities with insurance companies, outside attorneys and government regulatory agencies.

Conducts and coordinates on-site inspections to audit physical conditions and safe work practices; identifies and evaluates hazardous conditions and practices; recommends and coordinates implementation of controls for identified hazards.

Researches, interprets and provides recommendations concerning city, state and federal regulatory compliance issues.

Plans, develops and monitors the Public Works safety training program, ensuring compliance with OR-OSHA, EPA, ODOT and other applicable agencies.

Coordinates with the department HR Program Specialist in the administration of workers' compensation cases and management of the department's fit-for-duty and return-to-work programs.

Conducts thorough investigation and analysis of conditions and circumstances related to an event; as necessary, recommends corrective actions to eliminate or minimize future incidents.

Assists in new employee occupational health and safety orientation.

Drafts and participates in the implementation of the Public Works safety and risk management programs.

Coordinates specifications for, and the procurement of, personal protective equipment, safety supplies and protective clothing.

Supervises staff and work teams as assigned. Assigns work, monitors work performance, prepares performance evaluations. Participates in interviewing, screening and hiring, as well as disciplinary actions of employees under his/her supervision.

Represents the department at meetings; makes presentations.

In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure. May serve as Safety Officer as part of NIMS Incident Command structure.

Performs other assigned duties as required.

Knowledge and Skills

Knowledge of:

- Theory, standards, principles and practices within the health, safety and environmental fields;
- Operational characteristics and components of an effective safety and risk management program;
- City, state, and federal policies, rules, regulations, codes, and ordinances including, but not limited to, Federal Occupational Safety and Health Administration (OSHA), Oregon-OSHA (OR-OSHA), Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), and Department of Transportation (DOT);
- Hazardous Waste Operations and Emergency Response (HAZWOPER 1910.120) training and response activities;
- Practical knowledge of OSHA Safety and Health Achievement Recognition Program (SHARP) and/or Voluntary Protection Programs (VPP) programs;
- Adult learning principles and instructional methods and techniques;
- Principles and practices of data collection, assessments, inspections and investigations; and
- Methods and techniques used in customer service and public relations.

Skill in:

- Applying technical knowledge and project management principles;
- Planning and scheduling work;
- Supervising subordinates;
- Budget preparation;
- Working independently and with all levels of the organization;
- Working effectively in high pressure and crisis situations;
- Analyzing and managing programs and operations;
- Preparing and presenting reports supported by statistical and other documentation;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction;
- Using computer software including word processing, spreadsheets, and interactive computer programs; operating common office equipment; and
- Making public presentations.

Education, Experience, Certifications and Licenses Required:

Bachelor's degree with major coursework in safety engineering, occupational safety and health, or related field and three to five years of related experience. Experience in the safety and risk management of Public Works or construction operations preferred. Other combinations of experience and education that meet the minimum requirements may be substituted if sufficient to successfully perform the essential duties of the job such as those listed above. Certified Safety Professional (CSP) or similar industry designation is desirable.

Licensing Requirements:

Must possess and maintain a valid Oregon driver's license.

Working Conditions:

Work is generally in an office setting with travel required to a variety of non-office settings which may include exposure to noise, hazards and outside weather conditions. May need to transport investigation materials to and from incident sites. Subject to call out for major incident remediation/investigation 24/7.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Created September 2009