



Invites Applications for the Position of: **SAFETY & RISK ADMINISTRATOR**

\$53.44 — \$64.95 Hourly DOQ/DOE
(\$111,149 — \$135,102 Annual Salary)
plus Excellent Benefits!

Open Until Filled

Job Summary:

Under the general direction of the Human Resources Manager, performs administrative safety and risk management duties in support of District programs and functions; performs research, investigation, coordination, implementation and maintenance of safety and occupational health programs designed to prevent injury or occupational illness. Monitors the District's overall risk management programs. Maintains written procedures, reports, and compliance programs and makes recommendations as needed; coordinates safety-training programs, the District's workers' compensation, public liability and property insurance programs; and maintains and makes recommendations as needed to the District's hazardous materials/waste management systems designed to protect employee safety.

Essential Functions:

Researches and makes recommendation for updates to the District's safety policies, procedures, manuals and educational materials in compliance with federal and state laws including Occupational Safety & Health Administration (OSHA), Cal/OSHA, Department of Transportation, and Environmental Protection Agency organizations for compliance including the Illness and Injury Prevention Program.

Surveys District facilities and equipment to ascertain compliance with local, state and federal safety regulations related to atmospheric, environmental and safety conditions and identifies unsafe conditions and practices; and recommends effective corrective action.

Assists managers and supervisors with the procurement of health/safety related items, including compliance with local, state and federal standards related to personal protective equipment, security-related equipment and hardware, storage of hazardous materials, and employee work areas.

Updates and maintains the Hazardous Materials Business Plan and the County Environment Reporting System permit.

Performs investigations, researches and analyzes incident reports and complaints involving work-related injuries and illnesses and District vehicle accidents, and makes recommendations as needed.

Reviews and analyzes specialized training needs and recommends appropriate training programs.

Coordinates and maintains record keeping systems for accident, Cal/OSHA and other required reports. Works directly with Cal/OSHA compliance officers on inspection and the appeal process.

Essential Functions (Continued):

Acts as a liaison with public safety organizations including involvement on a highly technical level across the operation of the District.

Administers the District's Department of Transportation Drug & Alcohol program including reporting, training, obtaining consent from commercial driver's license holders, tracking medical clearance, and maintaining required permits.

Attends hearings with officials of other government agencies as a resource to District's representative(s) regarding assigned projects and District programs.

Assists the Human Resources Manager, as needed, in conducting investigations, disciplinary matters, disability claims, including interactive discussions required by the American Disability Act, discrimination issues, and in matters pertaining to the conduct of Human Resources activities.

Coordinates the District's liability, property and workers' compensation programs and return-to-work programs; processes claims; and performs risk management functions.

Conducts inspections at District job sites to assess potential safety and liability exposures; and makes recommendations to management and supervisory staff regarding risk exposure and corresponding corrective action, which may include the closure of job sites.

Acts as District contact for claims issues arising during business and non-business hours and responds as appropriate.

Monitors District agreements with outside vendors.

Performs related duties as assigned.

Qualifications:

The position requires either:

- A bachelor's degree in Occupational Health and Safety, Public Administration, or a related field (from an accredited college or university) and two years (full-time) of progressively responsible professional level experience in a structured occupational safety and health program; or
- An associate degree in safety and health and a professional certification, such as Certified Safety Professional, Certified Utilities Safety Administrator, Certified Occupational Safety Specialist, Certificate for Safety Managers or Associate in Risk Management and at least three years (full-time) of professional level experience in a structured occupational safety and health program.

Experience in a water utility, wastewater agency, or in the underground construction industry is highly desirable.

Must have experience in the principles, practices, methods and techniques of safety program development, implementation and enforcement; State and Federal occupational safety and health laws pertinent to a water utility; accident investigating techniques; safety education and training methods, principles and techniques; handling, storage and use of hazardous chemicals and materials; and of work hazards, and their elimination through accident prevention techniques.

Qualifications (Continued):

Must understand, develop and implement safety programs and activities; interpret applicable laws, rules and regulations relating to occupational safety and health in the workplace; and communicate clearly and concisely in writing and orally both individually and to groups.

Must establish and maintain effective working relations with other District personnel and promote good relations with the public. Incumbent must have and maintain a valid California driver's license and be acceptable to the District's automobile liability insurance carrier.

Benefits:

The District provides the following benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family." In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of nearly 133,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 87 people.

The District (Continued):

The Safety & Risk Administrator is a non-exempt position and eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy. This position is privy to information leading to decisions of management that affect employee relations and, as such, is designated as a Confidential Employee.

Vista Irrigation District is “an equal opportunity employer” and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the “careers tab”. **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

Job offers are contingent upon a pre-employment medical examination and drug testing.

Oral interviews and testing will be done in compliance with local and state COVID-19 protocols and may include remote interviews as well as onsite physically distanced interviews/testing.

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