**Class Summary**

The responsibilities of this classification include implementing and maintaining all safety and emergency response programs and policies required to achieve and maintain regulatory compliance for wastewater operations. Incumbents ensure compliance with state and federal requirements, ensure reduction of loss and risk to King County, and promote a safe environment for employees and customers.

**Distinguishing Characteristics**

This is the second level in a three-level series. This position is distinguished from the Wastewater Safety and Emergency Manager in that the Wastewater Safety and Emergency Manager is responsible for developing all safety and emergency response programs and policies and overseeing the execution of those programs.

**Examples of Duties:**

1. Develop all safety and emergency programs and policies for WTD necessary to achieve safety certification.
2. Perform internal safety audits and incident investigations including entrance/exit meetings, records reviews, interviews, field verification, and root cause analyses. Write and present briefings and assist in the development and tracking of corrective action plans.
3. Conduct industrial hygiene evaluations for chemical exposure, occupational illnesses, indoor air quality, noise exposure, ionizing and non-ionizing radiation, ergonomics, and office ventilation systems. Select appropriate sampling media, methodologies, and analytical approaches; interpret results and present findings.
4. Conduct reviews of capital project designs and drawings and ensure safety compliance with specifications.
5. Develop, coordinate, and conduct required safety and emergency program certification classes.
6. Develop and maintain lockout tag-out hazardous energy control procedures (HECP), permit-required confined space entry procedures (PRCS), and other safe work procedures.
7. Perform ergonomic assessment evaluations and provide recommendations for industrial and office ergonomics.
8. Implement and coordinate WTD safety and training management systems.
9. Coordinate and monitor the work of outside agencies, contractors, and vendors to ensure their compliance with established processes, protocols, and policies.
10. Update treatment plants’ emergency response plans when necessary.
11. Represent the Department of Natural Resources (DNRP) at the KC Emergency Communication Coordination Center supporting regional infrastructure.
12. Perform other duties as assigned.

**Knowledge/Skills:**

Advanced knowledge of federal, state, and local industrial safety and health regulations, including Washington Administrative Code and Department of Homeland Security

Knowledge of program development, implementation, management, evaluation practices, and skill in project management and program design

Knowledge of emergency management, disaster preparedness operations, and techniques

Knowledge of accident and incident investigation practices, techniques, protocols, and hazard analysis

Knowledge of training principles and adult learning styles

Knowledge of the requirements within the Americans with Disabilities Act (ADA)

Knowledge of industrial, environmental, and operating hazards

Knowledge of occupational health risks and interventions

Skill in developing and implementing policies and procedures

Skill in verbal and written communication and public speaking

Ability to work weekends, evenings, holidays, and on-call

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Associates degree in occupational health and safety, industrial hygiene, engineering, environmental science, safety program management or other related field and previous experience in safety or occupational health or related field

Or any combination of experience and education that provides the required knowledge, skills, and abilities to perform the work

**Licensing, Certification and Other Requirements**

Valid Washington State driver’s license

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Wastewater Safety TechnicianWastewater Safety AdministratorWastewater Safety and Emergency Manager |
| **Class History** | 09/2022 - Created |