

SHERIFF'S HEALTH AND SAFETY COORDINATOR

JOB PURPOSE AND SUMMARY

Initiates, develops, revises, implements and promotes a comprehensive environmental health and safety program for the Clark County Sheriff's Office which includes administrative policies for safety management. Reviews and recommends hazardous and waste management in accordance with applicable federal, state and local laws and regulations. Provides input for facility activities to reduce the risk of human injury, potential liabilities and loss of Sheriff's assets; and participates in emergency preparedness and disaster planning to include department policies and procedures. Conducts safety audits, develop and conduct training, investigate incidents and eliminate unsafe conditions, maintain records and other related systems.

Additionally, this position is currently responsible for providing first-line supervision over the Sheriff's reception/administrative staff.

CLASSIFICATION DISTINCTIONS

The Sheriff's Health and Safety Coordinator is a single incumbent position. Work is performed with minimum supervision or instruction, with the incumbent reporting to the Sheriff's HR Manager.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

Health & Safety Responsibilities

- Develop and recommend changes to policy and procedures based on technological/educational and/or health and safety advancements.
- Plan, organize, coordinate and/or conduct health and safety training as needed.
- Bloodborne Pathogens instructor for all Sheriff's divisions and serves as the Respiratory Program Administrator.
- Fire Alarm Responder and Safety Coordinator for evacuations, and Responder for bio-spills and other safety and health events.
- Liaison for Camas PD and Washougal PD safety programs.
- Maintains WISHA contracts and the Accident Prevention Plan..
- Maintains modification log for Labor and Industries.

- Updates and maintains safety policies and updates health/training bulletins.
- Conducts all Ergonomic assessments, participates in safety inspections, writes recommendations and implements changes upon approval.
- Evaluates and selects protective equipment.
- Authorizes purchases affecting the Health and Safety budget.
- Acts as a consultant/resource to administration, department managers and supervisors, and staff on all matters related to environmental health and safety.
- Monitors and tracks Hepatitis B Vaccine and TB Skin Test voucher system for CCSO.
- Establish and maintain a training record and documentation file.
- Assists in the collection and preparation of analytical data to identify trends, mitigate hazards and develop prevention strategies/programs.
- Assists in the creation and revision of safety policies and standards.
- Conducts worksite ergonomic work site and/or task evaluations. Follows through in the collection and processing of ergonomic information.
- Provides safety orientation for new employees and continuing safety training for current employees.
- Assists in special events including but not limited to Safety Fairs.

Supervisor Responsibilities

- Supervises and coordinates activities of subordinate staff. Determines work procedures, prepares work schedules and determines methods for expediting workflow. Issues instructions and oversees work for exactness, neatness and conformance to procedures and policies.
- Investigates grievances involving subordinates and recommends resolutions; recommends promotional and disciplinary actions; approves leave requests, overtime; schedules vacations to assure adequate coverage for maintenance of production standard.
- Evaluates performance of assigned employees; prepares appraisals; establishes standard of performance for each class or position supervised.

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- Consults with management regarding clerical needs; attends staff meetings; makes recommendations regarding budget requirements for the division such as staffing, equipment, etc.
- Trains all clerical classes in new departmental procedures or operation and maintenance of machines and equipment; may prepare training manuals and preside over training classes.
- Analyzes operating procedures to devise most efficient methods of accomplished work; analyze data gathered, develops information and considers all available solutions; recommends implementation of new system and train personnel in application.
- Provides information and advice concerning specialized or technical services rendered and related office functions, including response to difficult problems and questions raised by public served or by subordinates.
- Composes management correspondence or letters in reply to correspondence received; reads incoming correspondence and gathers data to formulate reply; may complete form letter or dictate reply; may route correspondence to other departments for reply; composes memos to inform department staff of policy or procedural changes.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A minimum of four (4) years experience within the support/health and safety environment in a law enforcement agency
- OR**
- Successful completion of Bachelor Arts, Bachelor of Science or Bachelor of Education degree, and/or other related fields, and two (2) years of experience within the support/health and safety environment in a law enforcement
 - High School Diploma or GED certification.
 - United States' Citizenship at the time of appointment.

Knowledge of: agency regulations and procedures defining work methods and solutions; functions of various public service agencies and other community resources; general office practices and effective English grammar usage; operation of a variety of communications and

office equipment and; pertinent federal, state, and local laws, codes, and regulations; and understanding of environmental health and safety needs of the department.

Ability to: interpret and apply federal, state, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; multi-task and meet deadlines; efficiently and effectively use various computer programs such as Microsoft Word and Excel or demonstrate the ability to learn; work independently and demonstrate strong judgment skills; establish and maintain effective working relationships with those contacted in the course of work including other members of the staff and subordinates; County and other government officials, community groups, and the general public; Keeps abreast of diverse, complex and rapidly changing laws, regulations, codes, policies and standards applicable to environmental health and safety issues. Interprets, understands, provides counsel on and ensures compliance with complex and rapidly changing Federal, State, Regional and Local laws and regulations regarding environmental health and safety issues. Designs, implements, and presents training programs for management and staff; research and present specific training programs. Maintain the privacy and confidentiality of information protect assets of the Sheriff's Office, act with ethics and integrity, report non-compliance, and adhere to applicable federal, state and local laws and regulations, accreditation, and Sheriff's Office policies and procedures.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office. Work involves management of multiple priorities and deadlines. Essential tasks include use of various equipment associated with training, communications equipment, personal computer, telephone, copiers, printers, and other applicable office equipment. In addition to sitting, some walking, standing, bending and carrying of light items is required. Incumbent is required to drive a vehicle: to off-site training facilities, seminars and/or classes; to various vendors, etc. for training supplies/equipment; and to conferences and meetings.

Office use: 11/2009