

**Walla Walla County  
Position Description**

**JOB TITLE:** Safety Coordinator  
**DEPARTMENT:** Human Resources/Risk Management  
**REPORTS TO:** Human Resources/Risk Manager  
**PAY RANGE:** 5, Part-Time (20 hours/week); Non-Union, FLSA Non-Exempt

**JOB SUMMARY:** Develops and administers programs to ensure employee safety and agency compliance with safety regulations in accordance with state and/or federal regulations under the general direction of the county Risk Manager. Work involves development of safety policies and procedures, participating in the safety training and education of county staff, inspecting county facilities and work areas and activities for hazards and assisting in investigating accidents.

**SUPERVISORY RESPONSIBILITIES:** Position has no direct supervisory responsibility; however, the position serves as a resource and consultant to county departments regarding workplace safety; providing guidance and facilitation for all departments on safety compliance.

**ESSENTIAL FUNCTIONS:**

- Plan, organize, and direct the county's Occupational Safety Program; monitor and administer safety policies and applicable laws dealing with employee safety and liability exposures.
- Consult with county offices and departments to identify loss exposures and to develop and implement corrective actions and accident prevention plans.
- Conduct on-site inspections of properties, facilities, and work sites to identify hazards and risk exposure. Assist facilities maintenance staff with safety related issues.
- Assist departments in developing departmental safety plans and in the investigation, reporting and analysis of accidents.
- Work closely with departments to ensure training programs are appropriate to their needs and in compliance with all applicable regulations.
- Develop, implement and maintain standardized training programs to enhance and encourage employee awareness of occupational safety issues in the work place; train new employees in safety policies, hazard identification and other safe work practices.
- Develop and implement trainings for employees in HR/Risk Management topics.
- Perform audits by assisting departments in the inspection of operations, facilities, and equipment; identify unsafe practices, procedures, and conditions and recommend corrective actions; perform follow-up to audits and inspections, insuring that corrective actions have been implemented.
- Coordinate and facilitate meetings of the county Safety Committee.
- Research and prepare technical and administrative reports; prepare and maintain a variety of records and written correspondence; ensure safety policy is updated as required.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in fields related to occupational safety; incorporate new developments as appropriate.

**EXAMPLE OF DUTIES:**

- Develop, coordinate and implement a county occupational safety program.
- Understand, interpret and apply provisions of federal, state and local legislation, rules and regulations pertinent to the administration of programs and policies.

- Promote a safe work environment; organize and develop effective programs for the reduction of occupational hazards and prevention of accidents.
- Conduct accident and incident investigations involving employees and the public.
- Maintain claim files, L&I claim files and supporting documents.
- Monitor and update required posted notices and first aid kits.
- Conduct annual fire drills.
- Implement changes in state and federal laws within the county.
- Develop and implement short and long-range project goals and objectives.
- Organize work, set priorities, meet critical deadlines and follow up on assignments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and present clear and concise correspondence, reports and recommendations.
- Work independently in the absence of supervision.
- Represent the county in an effective and professional manner.

**EQUIPMENT TO BE USED:** Operate a variety of office machines and equipment including but not limited to; computers and supporting word processing, spreadsheet, and database applications; scanner, printers, fax, copier and digital camera. Operate motor vehicles and other equipment as necessary.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:** Work in a standard office setting and in an outdoor field environment, with exposure to all types of weather and temperature conditions. Work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Stand or sit for prolonged periods of time. Stoop, bend, kneel, crouch, reach, and twist. Lift, carry, push, and/or pull light to moderate amounts of weight (up to 25 pounds). Use repetitive hand movement and fine coordination including using a computer keyboard.

**KNOWLEDGE AND ABILITIES:**

- Ability to establish and maintain effective working relationships with Elected Officials/ Department Heads and all county employees.
- Operational characteristics, services, and activities of an employee safety and occupational health program.
- Federal, state and occupational safety regulations, including OSHA and WISHA.
- Principles and practices of policy development and implementation.
- Methods of safety audit inspections and reporting.
- Excellent communication skills, both verbally and in writing; ability to present and explain health and safety topics.
- Proficient in Microsoft Office and other applicable software programs.

**EDUCATION AND EXPERIENCE:** A Bachelor’s degree from an accredited college or university with major course work in occupational health, safety, industrial hygiene, or a related field. Three years of progressively responsible experience in coordinating safety and loss prevention activities. OR any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. Must have successfully completed the OSHA (Occupational Safety and Health Administration) Standards for General Industry Safety and Health 30 Hour Course and have a current OSHA card or obtain within six (6) months of hire.

**LICENSES AND OTHER REQUIREMENTS:** A valid driver’s license. Must successfully pass a criminal background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**