

# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
Phone: (509) 524-2600 □ Fax: (509) 524-2603

## EMPLOYMENT OPPORTUNITY

### Human Resources/Risk Management Department

**Position:** Safety Coordinator  
**Starting Salary:** \$21.41 per hour  
**Location:** HR/Risk Management Department  
**Employment Type:** Part time (20 hours/week)

**Closes:** January 26, 2018 at 4:00 p.m.

**Brief Duties and Responsibilities:** 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. This position serves as a resource and consultant to county departments regarding workplace safety; providing guidance and facilitation for all departments on safety compliance. Maintain claim files and labor and industries files

**Working Environment/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.

**Minimum Qualifications:** 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. Must successfully pass a criminal background check and a driving record check.

**Application:** Cover letter, resume and Walla Walla County application required. Contact the HR/Risk Management Department at the County Legislative Building, 314 W. Main Street, Room 216, Walla Walla, WA, or visit our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to download a copy and/or apply online. Mailing address: Human Resources/Risk Manager, PO Box 1506, Walla Walla, WA 99362, (509)524-2600 or email [hr@co.walla-walla.wa.us](mailto:hr@co.walla-walla.wa.us)

**SELECTION BASED ON QUALIFICATIONS, TESTING, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW.**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**