

## **SAFETY & COMPLIANCE COORDINATOR**

**GRADE 29**

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs specialized field and office work monitoring compliance with Solid Waste related ordinances and procedures and protecting departmental property, facilities, employees, and the general public; maintains site safety and security, performs site inspections and monitoring to assess the condition and security of the site and facilities and to verify compliance with permit conditions, and prepares and maintains related monitoring and inspection records; provides assistance and education to the public on ordinance compliance requirements; performs other duties as assigned.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Performs specialized field and office work monitoring compliance with Solid Waste related ordinances and procedures and protecting departmental property, facilities, employees, and the general public; maintains safety training records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs inspections of the solid waste disposal facility and site, prepares inspection reports, and recommends appropriate actions to be taken to maintain compliance with applicable permit.
- Monitors compliance of established safety and security practices, policies, and procedures mandated by local, state, and federal authorities and statutes, including issuing warnings and citations as required.
- Leads and oversees the drafting of department safety policies/procedures.
- Acts as repository administrator for department safety policies/procedures.
- Coordinates the recordkeeping for safety training records; coordinates safety awareness training.
- Performs environmental data collections.
- Coordinates implementation with site contractors per approved project safety plans.
- Investigates vehicle accidents, personal injuries, and incidents occurring on Solid Waste property, files police reports to local authorities as required, prepares various reports and logs, and follows through to Risk Management;
- Performs minor equipment maintenance;
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of environmental related codes, laws, ordinances, rules, and regulations affecting Solid Waste Management operations; knowledge and skill in explaining and tactfully enforcing Solid Waste rules and regulations, ability to react quickly and calmly in emergencies, and maintain composure under stressful conditions; knowledge of mathematics and natural, physical sciences; knowledge of OSHA regulations and recognized safety operating practices for field monitoring activities, safe workplace, and laboratory work; ability to understand and implement oral and written instructions; ability to work in adverse weather conditions, including prolonged heat; ability to conduct field inspections and determine facts through investigation; ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form;

### **EDUCATION AND EXPERIENCE:**

Three (3) years of experience with regulatory compliance and enforcement or a related field; or an Associate's degree with coursework in environmental science or chemistry and one (1) year of training or experience with regulatory compliance and enforcement, or a related field; or an equivalent combination of education, training, and/or experience.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### **SPECIAL REQUIREMENTS:**

Possession of a driver's license valid in the Commonwealth of Virginia. Possession of a Solid Waste Management Facility Operator license; Land Disturber Certification; OSHA 30 hour certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.