



**Position Description**  
**Marion Utilities Service Board**  
*An Equal Opportunity Employer*

<b>Job Title</b>	Safety Coordinator	<b>Employment Status</b>	Full-Time
<b>Utility Division</b>	Water, Wastewater, Stormwater, Solid Waste	<b>EEO Code</b>	3-A
<b>Workgroup/Unit</b>	Support Services	<b>Wage Range</b>	18
<b>FLSA Status</b>	Exempt	<b>Effective Date</b>	March 5, 2020

### Job Summary

Develops, coordinates, and implements a variety of plans, procedures, and initiatives associated with safety and security programs

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### Supervision Received and Exercised

Works under the Administrative Supervision of the Executive Assistant/Administrative Manager; Receives overall objectives and defined available resources from supervisor; Consults with supervisor to develop deadlines, projects, and work to be completed; Plans and carries out assignments, resolves most conflicts, and coordinates work with others; Demonstrates initiative in interpreting policy; Advises supervisor regarding progress, potentially controversial matters, or far-reaching implications

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### Minimum Education and Experience Requirements

Graduation from an accredited college or university with an Associate's Degree in Health and Safety or related field of study; Minimum 3 years of demonstrated experience in developing policies and procedures for health and safety; Demonstration of an alternate equivalent combination of education, training, and experience that provide the required levels of related knowledge, skill, and ability will be considered

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### Licensure and/or Certification Requirements

Must possess a valid Indiana Driver's license or ability to obtain upon residency; Registered Professional Certification in Occupational Health and Safety is preferred

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### Essential Duties and Responsibilities

- ✓ Develops, authors, and coordinates the implementation of rules, policies, plans, and procedures for Safety, Risk Management, Security, and similar programs; Utilizes available management tools and resources to facilitate and monitor program performance; Assesses and documents compliance with current Federal, State and local laws and requirements (i.e. OSHA, Homeland Security, etc.)

- ✓ Recommends and implements schedules, practices, procedures, and methods, to ensure compliance with prescribed programs; Develops, coordinates, leads and/or participates in associated training, observations, and inspections; Collects, gathers, and analyzes data for compliance determination and reporting; Prepares and submits regulatory reports to proper agencies; Reports findings, concerns, and recommendations to Supervisor, Senior Leadership Team and other pertinent individuals and/or groups as required
- ✓ Effectively advises and communicates technical details and procedural guidance to team members; Identifies program non-compliance and, through consultation with the Senior Leadership Team, initiates appropriate corrective and/or enforcement actions; Organizes and coordinates associated activities among various internal teams and workgroups as well as external emergency response partners such as the Fire Department, Law Enforcement, and LEPC
- ✓ Responds to after-hours calls as required; Investigates incidents associated with areas of responsibility
- ✓ Participates in development of associated budget; Provides projections and recommendations regarding anticipated materials and equipment costs; Assists in the development and preparation of specifications for associated services, materials, equipment, vehicles, and supplies; Monitors expenses and works within approved budget; Requisitions and orders equipment, material, and supplies; Maintains inventories as required
- ✓ Monitors, documents, and reports to the Executive Assistant/Administrative Manager concerning subordinate performance; Participates in implementation of disciplinary measures as required; Recommends and assists in developing work schedules, implements and maintains schedules, reviews and maintains time records, plans and authorizes overtime as required, authorizes and schedules leave of absence requests, coordinates and assigns routine and non-routine tasks; Consults and participates with Supervisor in subordinate performance review
- ✓ Performs in strict compliance with regulatory guidance and codes, including, State and Federal OSHA standards, Homeland Security, and Utility Policies and Procedures
- ✓ Participates in and promotes positive public relations and customer service, responds to inquiries and/or complaints, attends interdivisional meetings, and coordinates with internal and external entities providing support and assistance as required
- ✓ Maintains current knowledge of associated standards, regulations, technologies, trends, techniques, and processes through ongoing training, study, and continuing education

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### **Knowledge, Skills, and Abilities**

**Knowledge of:** Current principles, rules, practices, and application of OSHA, Homeland Security, and related agencies; Current business and management concepts; Budget development and management; Coordination and management of resources; Customer service; Training and team development;

General Industry Standards for workforce safety; General office practices and procedures, including proficiency in software applications such as MS Office

**Skills Demonstrated in:** Effective communication; Interpersonal interaction; Leadership; Organization; Reasoning and Problem Solving; Comprehension; Multi-tasking; Self-Motivation

**Ability to:** Listen to and understand technical information and ideas presented through oral and written communication; Quickly recognize unusual or threatening circumstances and initiate proper response; Establish and maintain effective working relationships; Effectively respond to conflict, contacts, inquiries, and complaints; Effectively lead and motivate individuals and groups; Effectively work independently or as part of a team; Apply knowledge of principles, standards, and practices as defined above

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### Physical Demands or Unusual Conditions

While performing required duties, the incumbent is regularly required to work at a desk and outside on remote locations throughout the system; is frequently required to maneuver and navigate uneven surfaces, steps, stairs, ladders, platforms, and restricted isle-ways and walk-ways; may work in or around construction sites, excavations, and confined spaces; is often exposed to extreme weather conditions including: heat, cold, wind, rain, sleet/snow; is occasionally required to perform manual labor including lifting of up to 50 pounds

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### Additional Requirements

This position description in no manner states or implies that these are the only duties and responsibilities which may be performed or assumed by the position incumbent. The incumbent is required to follow the instructions and perform duties required by the position's supervisor, appointing authority or designee as stated in the corresponding classification specification.

\_\_\_\_\_  
Marion Utility Service Board Authority

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this position description.

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Employee Signature

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Date