

**JUDITH BASIN COUNTY
SAFETY COORDINATOR
POSITION DESCRIPTION**

Judith Basin County is an equal opportunity employer. The County, shall, upon request, provide reasonable accommodations to other qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Reports to: Judith Basin County Commissioners

Hours and Starting pay: 8 hrs. per month. Starting pay \$14.75 per hour (plus BENEFITS)

Work Unit Overview: The Safety Coordinator provides safety and loss control services, ensures regulatory compliance and handles all workers' compensation investigations. The mission is to protect employees, and the County's physical and financial assets by reducing and controlling risk in the most cost-effective and efficient manner.

Essential Functions (Major Duties & Responsibilities) *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Develops, reviews, and maintains the Judith Basin County Safety Manual. The plan must follow current Federal, State and local guidelines and be approved by CEO's.
- Manages safety meeting and documentation to meet compliances.
- Functions as an advisor to CEO's, department heads and response agencies regarding emergency management issues and policies.
- Identify and analyses loss exposures; develop and evaluate methods used to minimize and mitigate liability to county assets; and make administrative recommendations to the County Commissioners regarding mitigation principles and practices.
- Survey the County's facilities, programs, and operations to determine hazards, liability and evaluate insurable risks.
- Conduct formalized inspections of job sites, building facilities, equipment and vehicles, and other assigned areas for compliance with safety laws, rules, regulations and industry-related standards. Make recommendations to correct unsafe conditions.
- Evaluate loss control techniques for effectiveness, cost, and evaluate safety programs, fire preventions systems, and fire protection programs to ensure maximum effectiveness.

- Oversee, direct, and perform safety investigations, accident prevention, and safety programs for the County.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting and walking, bending, stooping, and lifting books and files.
- Use hands to handle objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- Work indoors/outdoors under adverse, stressful conditions with possible exposure to hazardous materials
- Occasionally lift and/or move up to 20 pounds, with or without assistance.

Knowledge, Skills and Abilities:

The job requires knowledge of principles and practices, communication skills and techniques for data collection and the preparation of written or oral reports of risk management. Initiate safety plans and trainings with a minimum of direction and control. Establish effective working relationships with staff and elected officials.

Education and Experience:

Minimum of high school diploma or equivalent GED and valid MT driver's license.

Skill in the use of desktop software including word processing, spreadsheets, database and presentation applications. Skill in interpreting, applying and explaining complex laws, rules and regulations, and achieving compliance with such regulations. Skill in conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.