

TITLE **Safety Inspector**

CATEGORY Health and Safety

DESCRIPTION Under the supervision of the Portage County Water Resources Department (PCWR) Planning Division Manager, incumbent is responsible for the development and implementation of employee-focused department-wide initiatives and training for safety and accident prevention programs in accordance with Public Employer Risk Reduction Program (PERRP) standards and Occupational Safety and Health Administration (OSHA) regulations where applicable, with a focus to reduce or eliminate occupational accidents, injuries, illnesses, or death.

**ESSENTIAL JOB FUNCTIONS:**

- Continuously improve the Departments comprehensive health and safety and accident prevention program to be in line with applicable County, State and Federal health, safety and environmental rules, regulations, policies, procedures, and industries best management practices. Provide effective training and education for all Department employees with a focus to reduce or eliminate occupational accidents, injuries, illnesses, or death.
- Compose and update the PCWR safety manual, training materials, reference library, visual aids, and other educational materials as needed to stay current with all State and Federal safety rules and regulations.
- Review and maintain the Department's vulnerability assessments, emergency response plans, and continuity of operations plan (COOP), and conduct/coordinate annual training and/or exercises as required.
- Conduct new-hire health and safety orientations, providing job related safety training and procedures; issue and demonstrate the proper use of safety equipment and personnel protective equipment (PPE) as appropriate for employee's hazard exposure.
- Conduct safety and health inspections/audits to ensure compliance with applicable regulations. Ensure safety equipment and procedures are being followed for the type of work being performed; provide safety guidance to employees, as needed, for "non-typical" work without established protocols. Assist in obtaining any identified safety equipment.
- Advise PCWR Engineering Division regarding facility design drawings to ensure health and safety related issues are addressed, i.e., tank railings, exit signs, hazardous environment monitoring and equipment, ventilation, engineering controls, etc. Review contractor site-specific safety plans as they relate to PCWR employee safety and conduct on-site safety assessments.
- Conduct and/or coordinate safety equipment certifications, calibration, and/or inspections, i.e., annual fire extinguisher certifications; annual aerial lift and crane system certifications; annual respirator fit testing; monthly air monitoring testing/calibrations; monthly Automatized External Defibrillators (AED) inspections; emergency lighting inspections, carbon monoxide monitors, fall protection harnesses and devices, etc.
- Track and update PCWR employee continuing education units (CEUs)/professional development hours (PDHs) for Ohio licensing ongoing training requirements for Department personnel; submit "inhouse" training curriculum to Ohio Environment Protection Agency (OEPA) for approval and employee attendance. Review employee external training requests to ensure requested training is in line with employee's training needs for licensing renewal.
- Investigation and follow-up on all accidents, near misses, worker's compensation injuries, property losses and motor vehicle accident claim to determine cause. Assist in making sure the incident/accident is documented through internal reporting process in a timely manner.

Recommend preventative measures and ensure incident corrective actions are implemented. If required, recommend discipline and/or accolades for all safety compliance activities within the Department.

- Investigate employee complaints and suggestions regarding hazardous conditions.
- Maintain accurate and complete records of facility audits, exposure data, confined space entrance, lock out tag out, incidents and other required regulatory documentation. Serve as the Entry Supervisor of permit-required confined space entries as needed.
- Maintain Department safety data sheet (SDS) inventory, catalog, and records as required per OSHA's Hazard Communication and Global Harmonization Standards.
- Observe, train, track and monitor for uniform compliance with applicable Ohio Department of Transportation (ODOT), PERRP and OSHA standards such as, but not limited to: blood borne pathogens, confined space, electrical safety (lock-out/tag-out), hearing conservation, hazardous weather, heat and cold stress, emergency preparedness, chemical hygiene, equipment inspections, fire prevention/protection, hazardous material communications, active shooter, emergency notification, respiratory protection, hearing conservation, traffic control, ladder safety, machinery and machine guarding, driver safety, equipment operations, CPR and first aid, etc.
- Maintain stock of employer provided PPE and other safety and first aid medical supplies and medication, etc. Validate expiration dates and replace as needed.
- Provide weekly status reports and/or as directed by supervisor on compliance efforts.
- Maintain a visible presence to all PCWR staff by conducting no less than one annual environmental and health and safety audit of each work site, facility, vehicle, machinery and equipment, to identify and correct potential or existing unsafe/hazardous conditions or unsafe work practices; perform job safety analysis on work performed; ensure PERRP standards are enforced and work is performed in adherence to established safety procedures; implement corrective action and provide general guidance on how to avoid or deal with similar situations in the future; and ensure work is performed in adherence to established safety procedures. Order suspension of activities that pose threats to employees, and enforce adherence to laws, regulations and work rules established for health and safety.
- Maintain mass notification system to provide emergency and non-emergency notifications to PCWR staff and customers. Post, remove and monitor customer notifications on the Department's web and social media presence.

#### **NON-ESSENTIAL JOB FUNCTIONS:**

- Performs other job related functions as needed.

#### **JOB REQUIREMENTS**

##### **Equipment:**

- Incumbent operates equipment such as, but not limited to, the following: personal computer, printer, audio/visual equipment, digital camera, calculator, copier, fax machine, communication radios, fire extinguisher, monitoring equipment and confined space entry equipment.

### **Critical Skills/Expertise:**

- Ability to actively listen and communicate effectively, both verbally and in writing as appropriate to the needs of the audience, strong presentation, and classroom facilitation skills.
- Strong interpersonal skills.
- Ability to manage multiple projects with varying timelines with a high level of quality and accuracy, reporting project status to the Supervisor.
- Ability to interpret variety of technical materials, books, journals, and manuals; prepare reports.
- Highly motivated self-starter, detailed oriented, and can work independently or as part of a team.
- Knowledge of leadership and conflict resolution skills; analytical skills; probability and decision-making skills.
- Knowledge of training principles and practices for curriculum and training design, for adults and groups; measurement of training effects with the skill and patience to recognize and accommodate different levels of learning abilities; competence to objectively coach and counsel employees.
- Proficiency with computer-based training and related software packages in Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook), including spreadsheets, databases.
- Specialized training in Emergency First Aid, Cardiopulmonary Resuscitation (CPR), AED, confined space entry, and lockout/tagout.
- Working knowledge of health and safety rules and regulations mandated by federal and state law and occupational safety policies and procedures.

### **DIFFICULTY OF WORK**

- Work consists of varied, moderately complex, non-standardized tasks requiring the knowledge of established health and safety policies, rules, procedures, and laws. Ability to identify problems, review related information to develop and evaluate options, form conclusions, make appropriate recommendations and implement solutions.

### **RESPONSIBILITY**

- Incumbent directly and indirectly interacts, trains, and advises employees in the department. Provides detailed and technical safety related instruction or correction as needed. Planning Division Manager provides general guidance allowing for the planning of procedures and methods to attain safety related objectives. Errors within work may result in non-compliance with laws or policies resulting in fines or possible injury and/or the safety of others.

### **PERSONAL RELATIONSHIPS**

- Incumbent has contact with employees in the Department, public and private sector employees, and the general public. The purpose of these contacts is to handle daily issues and to communicate as needed regarding safety and risk management policies, issues, and procedures.

## PHYSICAL EFFORT AND WORK ENVIRONMENT

### Physical Requirements:

- Incumbent performs combination of light to moderate work, may be required to stand for long periods of time and may be required to lift up to fifty (50) pounds occasionally. Ability to operate a motor vehicle.

### Physical Activity:

- Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and driving.

### Visual Activity:

- Incumbent performs work where the seeing job is close to the eyes.

### Job Location:

- Incumbent works inside and outside, with occasional exposure to outside temperatures and weather conditions. Incumbent is occasionally exposed to hazardous materials, chemicals, and atmospheric conditions.

**\*The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and the requirements of the job change.\***

**POSITION REQUIREMENTS** Bachelor's degree in occupational safety and health, safety sciences, safety risk management or other related field, minimum three (3) years developing and delivering training and five (5) years of progressive experience in safety and health administration, compliance, or safety program development, preferred. Certified Safety Professional (CSP) and Train the Trainer designation desired, along with specialized training for CPR and AED, any safety and/or trainer certifications must be obtained within six months of employment. Must possess a valid Ohio Driver's License and ability to maintain continuing eligibility under the County driver eligibility standards.

**FULL-TIME/PART-TIME** Full-Time

**SHIFT** Days

**UNION OR NON-UNION** Non-Union

**CLASSIFIED  
OR  
UNCLASSIFIED** Classified

**WORKING  
HOURS**

**SALARY** \$26.21 - \$34.52 / Hourly

**POSITION** Safety Inspector

**CLOSE  
DATE**

**POST  
INTERNAL  
DAYS** 0

**NUMBER OF  
OPENINGS** 1

**EXEMPT/NO  
N-EXEMPT** Exempt

**REQ  
NUMBER** HEA-24-00001

**OPEN DATE** 3/22/2024

**LOCATION** Portage County Water Resources Department

**EOE  
STATEMENT** Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

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