



**DELAWARE COUNTY BOARD OF COMMISSIONERS**  
AN EQUAL OPPORTUNITY EMPLOYER

<b>Job Title:</b>	Environmental Health and Safety Coordinator	<b>Department:</b>	Delaware County Regional Sewer District
<b>Position Type:</b>	<a href="#">Full-Time, Classified</a> <a href="#">Non-bargaining Unit</a>	<b>Address:</b>	<a href="#">404 N. Sandusky Street</a> <a href="#">Delaware, OH 43015</a>
<b>Typical Work Schedule:</b>	<a href="#">8:00 a.m. – 4:30 p.m.</a> <a href="#">Monday through Friday</a>	<b>Pay Range:</b>	<a href="#">County Compensation Plan</a>
<b>Contact Information:</b>	740-833-2120	<b>FLSA:</b>	<a href="#">Non-exempt</a>
<b>How to apply:</b>	<a href="https://humanresources.co.delaware.oh.us/employment/">https://humanresources.co.delaware.oh.us/employment/</a>		

**Objectives**

Individual is responsible for [Health and Safety program and ensuring compliance with health and safety regulations while fostering a safe work environment](#) for the Delaware County Regional Sewer District. [Individual develops, implements, and maintains department safety programs, conducts training sessions, and manages certification records.](#) Individual reports to the Deputy Director of Operations.

**Job Standards**

[Possession of a bachelors degree in a related field plus and two \(2\) years of experience in the field of occupational safety which may include safety program development or management, safety education or training, safety inspection for evaluation of work practices, or safety engineering.](#)

Substitution(s): Additional experience as specified above may be substituted for the education requirement on a year-for-year basis (30 (thirty) semester/45 (forty-five) quarter credit hours equals one (1) year). Experience in water/wastewater, construction or similar field will also be considered.

[Must possess a valid driver's license and an acceptable driving record.](#)

Must meet and maintain qualifications for driving on county business as a continued condition of employment.

All required licenses and certificates must be maintained as a condition of continued employment.

**Job Description**

- ESSENTIAL JOB FUNCTIONS:**
- Designs, develops, and implements safety and health programs and ensures compliance with all regulations including federal, state, local and [OSHA Public Employment Risk Reduction Program \(PERRP\)](#);
  - Develops policies, procedures, and practices to prevent accidents and injuries; makes recommendations to management and staff concerning employee safety in operational procedures; develops, maintains, and updates a safety manual for a department or division;
  - Coordinates and/or conducts training to department staff regarding workplace safety, applicable safety regulations, and necessary safety policies and procedures;
  - Maintains and documents [certification and training](#) data for staff and managers;
  - Ensures ~~that~~ Health, Safety and Environmental (HSE) documents and records are identifiable, controlled and maintained in an organized, quickly retrievable manner, timely submission to State and Federal agencies as required
  - ~~Develops and maintains a system for measuring and evaluating the effectiveness of the occupational safety programs;~~
  - ~~Develops, maintains, and communicates statistical records, summaries, and reports to management~~
  - Manages and maintains the organizations training and certification data-bases, online course, and training subscriptions.
  - Oversees and/or conducts job hazard assessments to determine appropriate personal protective equipment and apparel and to determine the conditions under which the apparel must be worn;
  - Proactively ~~Perform~~ [performs](#) EHS audits and implements [audit](#) recommendations. Assess potential environmental risks and provide mitigation plans to reduce incidents. Ensure timely investigation of environmental, health and safety incidents, root cause analysis and the implementation of corrective action plans;
  - Analyzes, reviews, and implements federal, local, state, and ~~Corporate County~~ Health and Safety guidelines;
  - Administers and maintains documents for all EHS ([Environmental Health & Safety](#)) policies, written programs ([Injury and Illness Protection Program \(IIPP\)](#), Return to Work Programs, etc.) and training programs;



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- Audits the inspection records and activities to ensure equipment, machinery, motor vehicles, facilities, and work areas comply with federal and state regulations and departmental policy;
- Assists personnel with improving their safety performance by identifying and analyzing the conditions and practices;
- Develops and conducts safety orientation and training programs for new and current employees; observes employees' work practices to ensure compliance with safety policies;
- Conducts or attends meetings related to safety programs;
- Recommends modifications, re-design, repair, or elimination of machinery or equipment to increase or ensure operational safety;
- Participates in professional activities to remain knowledgeable of current safety and safety related developments, issues, and regulations;
- ~~May write~~ bid specifications for the purchase of equipment or clothing as required; ~~may research~~ Researches and reviews bid contracts to ensure that all safety requirements are met;
- Performs site safety audits for both internal work and work that is being contracted out;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops;
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required; and
- Other duties as assigned.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related non-essential functions required.

**I. JOB REQUIREMENTS**

**Equipment:**

Ability to operate a variety of office equipment such as computer, copier, telephone, iPad, calculator, FAX machine, VCR/DVD player, and other equipment necessary to perform duties. Individual uses personal protective equipment as necessary. Ability to safely operate a motor vehicle is required.

**Critical Skills/Expertise:**

- Ability to apply program policies and procedures to assist employees in the safe performance of their responsibilities;
- Knowledge of policies and procedures to properly administer safety programs;
- Working knowledge of collective bargaining agreements and understanding of administration of policies and procedures within these agreements as they pertain to the administration of the County's safety programs;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills and implement remedial actions;
- Ability to determine, organize, prioritize, plan and independently lead projects and work activities;
- Ability to develop and maintain professional, effective, cooperative, and productive work environment/relationships;
- Ability to organize and accurately maintain large volumes of information, electronic records and paperwork;
- Ability to work independently, under pressure, and to set and achieve goals;
- Knowledge of a basic budget management, including fund accounting, budget preparation methods and procedures and cost control;
- Thorough knowledge of Delaware County Standard Operating Procedures (SOP) and safety work rules, OSHA standards and programs, PERRP regulations, Department of Transportation (DOT) standards and regulations, road safety standards, and drug and alcohol testing procedures;
- Communicate professionally and effectively with internal and external customers, both orally and in writing;
- Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;

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- Deliver excellent customer service, externally and internally;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

**II. DIFFICULTY OF WORK**

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individual is required to provide technical assistance to County personnel on programs, policies, the interrelationship of programs, and the application of these under complex situations. The individual is required to be continually aware of changes occurring which must be learned and passed on to County personnel. Procedures must be developed for implementing changes at both the organizational level and the departmental level.

**III. RESPONSIBILITY**

Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods necessary to obtain objectives. Individual applies organizational guidelines, rules, and policies in the performance of duties. Individual makes most decisions regarding work independently but consults with supervisor regarding unique problems or circumstances to determine correct method for completing assigned duties.

Work may be reviewed at conclusion or at the discretion of the supervisor for technical accuracy, obtainment of objectives and completeness. Errors in work are not immediately apparent through supervisory review but are revealed through adverse effects on subsequent operations. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information and can potentially result in unsafe working conditions, loss of life, or litigation against the County.

**IV. PERSONAL WORK RELATIONSHIPS**

Contact is with co-workers, employees from public and private sector organizations, and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, obtain, and furnish information to complete the work assignments, coordinate activities, resolve problems, job development/referrals and handle questions about Department, programs, and public concerns.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:** The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

**Physical Activity:** The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and moving around.

**Visual Activity:** Individual performs work where objects being viewed are close to the eyes.

**Job Location:** The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions..

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:	<input type="text"/>	Date:	<input type="text"/>
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PCN#:

Job Code:

Wage:

FLSA Status: Non-Exempt

Delaware County Department of Human Resources ● 91 N. Sandusky St., 3<sup>RD</sup> Floor, Delaware, Ohio 43015 ● 740/833-2120

WWW.CO.DELAWARE.OH.US



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Civil Service Class: [Classified](#)  
Revised: [March 2024](#)