



Job Description

TITLE: Safety and Compliance Manager	JOB CODE: 3165
DEPARTMENT: County Executive Office	FLSA: Exempt
PREPARED: July 2007	FLSA CLASS: Administrative
UPDATED: August 31, 2020	LOCATION: Aztec, NM

Summary: Under direct supervision of the County Operations Officer, the Safety and Compliance Manager is responsible for managing a comprehensive safety program, including safety policy development, accident investigations, safety audits/inspections, safety training, and emergency action plans. Serve as a safety consultant; maintain confidentiality of sensitive information; maintain accurate documentation and reporting. Develop and facilitate an aggressive safety training program. The Safety and Compliance Manager will be responsible for managing and monitoring an effective and compliant safety program to ensure site readiness for regulatory compliance and best practices are incorporated for County employees.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans, develops, and implements safety training programs for all County employees.
- Responsible for continuously updating the County's Safety Manual and recommending enforcement actions to the County Executive Office.
- Monitors safety workplace standards and criteria to ensure compliance with applicable laws and regulations.
- Plans, organizes, prepares and conducts safety training programs for all County employees in coordination with department heads.
- Routinely performs safety inspections on all County owned properties, buildings, equipment and vehicles and provides written documentation of inspection and recommendations for correcting safety concerns to the County Executive Office.
- Writes material for new training programs, reviews, evaluates and modifies existing and proposed training programs, and recommends appropriate changes to the County Executive Office. Maintains accurate records in the administration of these programs in a computer database format.
- Assists and coordinates outside consultants in preparing and conducting various training as needed to ensure all County employees are continually trained on safety and work related issues.
- Maintains knowledge of all applicable OSHA standards and administrative practices as they may relate to San Juan County.
- Administers the County's random and safety sensitive drug program. Maintains accurate records in the administration of these programs and maintains a computer database for these policies.
- Provides technical advice on required vaccinations and medical testing of employees as may be regulated by OSHA and other federal and state laws.
- Operates a motor vehicle to assist in carrying out the business of San Juan County including transportation of employees for drug and alcohol testing.
- Uses excellent customer service skills to establish and maintain effective working relationships with all employees and members of the general public.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of safety statistical measurement methodology. Must possess a high degree of accuracy in multiple facets of the job such as accounting functions, reconciliations, record keeping, etc.

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Safety and Compliance Manager

- Knowledge of current issues/trends in health and safety effecting County liability administration.
- Ability to perform basic first aid and CPR.
- Ability to analyze various information regarding investigations and inspections to initiate proper solutions.
- Ability to carry out assigned projects to their completion with minimal supervision.
- Ability to work independently with a multitude of tasks.
- Ability to communicate effectively, both verbally and in written form.
- Ability to establish and maintain professional and effective working relationships with employees, supervisors, other departments, and external entities each of which require cooperative efforts on both sides.
- Must have excellent problem solving skills.
- Good driving record for the past three years.

Education and Experience:

- Bachelor's degree in Business Administration, Public Administration, Safety Management or related field.
- Minimum of three years experience in an increasingly responsible position that includes specific duties and responsibilities in training and safety with an insurance company, human resources or similar environment. Or, equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an office environment with some outdoor activity; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Requires frequent use of motor vehicle, personal computer, digital camera, conventional office equipment and, indoor air quality monitors (IAQ).

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____