



GLOUCESTER COUNTY
invites applications for the position of:

Workplace Safety & Training Specialist

SALARY: Depends on Qualifications

OPENING DATE: 5/15/2019

CLOSING DATE: 6/02/2019

DESCRIPTION:

Performs leadership, managerial and administrative work functions developing, enhancing, coordinating and delivering a comprehensive safety program for Gloucester County public facilities and employees. Duties include interpretation of laws and regulations, creation and enforcement of policies, making inspections, investigating accidents, conducting and arranging training, keeping accurate records and generating required reports. Acts as the leader of the County's Safety Team, learning management system owner and liaison with insurance provider(s). Must exercise considerable initiative, independent judgement and collaborative skills in managing the safety program and interacting with all levels of employees. Demonstrates and exercises tact and courtesy in frequent contact with representatives of a variety of governmental and nongovernmental agencies. Reports to the Human Resources Director.

The hiring salary for this position will be \$61,016 annually +/- DOQ.

This position closes on 06/02/2019 @ 11:59 p.m. EST

This position is available July 1, 2019.

Examples of Duties

1. Develops, coordinates, manages and implements the County's safety program, training programs and safety drills. Identifies and analyzes potential risks within the County. Completes job hazard analysis reports. Develops safety policies, writes procedures and disseminates information; makes recommendations to eliminate, control or minimize risks and when necessary for the safety of employees as well as County resources; requires changes to be made and/or requires work to stop until conditions are safe.
2. Manages the County's learning management system (LMS); generates and manages electronic LMS-based course content as well as compliance documentation for individualized multi-disciplinary training plans. Coordinates with department heads, assisting in the development and integration of non-safety related training content and program requirements into the LMS.
3. Determines workplace safety related training needs for employees, arranges training resources and develops, conducts and/or coordinates training and awareness programs such as First Aid, CPR, and equipment use; collects data to evaluate the program's effectiveness; ensures that safety training documentation meets the requirements of the Virginia Occupational and Safety Health Program (VOSH) regulations.
4. Interprets various Federal, State, and Local safety and health regulations; works with supervisors and employees to keep them informed of requirements and changes; ensures compliance throughout various county offices including use of personal protective equipment.
5. Makes periodic field inspections of County facilities and work processes to ensure compliance with various safety policies and regulations. In conjunction with various departments, inspects work areas for possible structural, mechanical and electrical hazards. Evaluates safe work practices and provides corrective guidance.



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6. Oversees the Hazardous Communication Program; works with applicable departments to ensure required Safety Data Sheets are available and current; coordinates with the Emergency Management Department on county-wide hazardous materials documentation and reporting.
7. Serves as administrator and technical advisor for the Safety Team; maintains roster of building safety officers and communicates / trains as applicable.
8. Coordinates with others in the Human Resources Department on Worker's Compensation matters; coordinates and conducts after accident investigations; analyzes Workers' Compensation reports to identify trends and adjusts training needs as appropriate.
9. Coordinates with the Facilities Management Department and Building Inspection Office to keep Building Emergency Action Plans up to date and evacuation routes properly posted; reviews building inspections to ensure work orders address necessary corrections; monitors compliance with fire and life safety equipment testing, inspection and preventive maintenance.
10. Communicates safety issues to all county employees through emails, presentations, announcements and publications. Conducts employee surveys and makes recommendations for changes in procedures, equipment purchases, etc.
11. Coordinates efforts to reduce workplace violence with the Gloucester Sheriff's Department, assists with conducting safety assessments of workplaces; arranges for Defensive Driving courses for employees utilizing trainers from the Sheriff's Department.
12. Participates in trainings and meetings sponsored by the County's insurance provider; meets with insurance provider representatives and responds to their inquiries and requests for inspection reports.
13. Seeks and submits grants to cover expenses for safety programs, training and equipment.
14. Submits budget requests to cover expenses for the safety program including the provision and maintenance of general supplies and equipment such as first aid kit items and AED's for public buildings.
15. Performs root cause and failure mode analyses as needed to expose and address potential risks.
16. Participates in VOSH inspections; responds to information requests from VOSH as applicable.
17. Acts as the Safety Officer for the Emergency Operations Center which may include field assignments during an emergency and coordinating with outside agencies and other Safety Officers.
18. Maintains professional certifications and affiliations as needed to promote successful execution of duties, in alignment with current industry and regulatory practices.
19. Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Occupational Safety, Safety Engineering, Occupational or Environmental Health, Industrial Hygiene or a closely related field preferred.
- Minimum four (4) years of experience in safety and/or risk management.
- Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets the County's established [Driver Eligibility and Driving Standards](#) as stated in Administrative Policy, Section 620.5.
- Possession of CPR, AED, and First Aid Trainer certification within one (1) year of employment with the County.
- Possession of OSHA Public Sector Safety and Health Fundamentals Certificate preferred.



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Note: To be considered for this position, your cover letter and resume must be attached to your application. A minimum of 3 professional references must be submitted. (Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))

Click the link for a complete job description [Workplace Safety & Training Specialist](#)

To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer