General Description: This is an administrative, technical position. The incumbent performs a wide variety of duties relating to the Department of Public Utilities safety and environmental programs.

Organization: The Safety and Environmental Programs Specialist position is part of the Hanover County's Career Development Program (CD). The Safety Specialist reports to the Assistant Chief of Operations & Maintenance and supervises no staff.

Essential Functions:
• Conducts facility, job-site and equipment inspections to ensure compliance with various safety and environmental regulatory requirements.
• Develops safety and environmental compliance training and awareness programs and conducts related training.
• Monitors employee compliance with safety and environmental compliance requirements. Assists employees with maintaining compliance.
• Conducts safety and environmental compliance audits.
• Compiles and analyzes data and makes recommendations for establishing or revising safety and environmental compliance programs, policies and practices.
• Monitors materials, equipment usage and environment to determine level of hazard.
• Coordinates Hazard Communication Program and assists divisions maintain compliance.
• Assists with environmental compliance with environmental regulatory programs such as SPCC, Storm water/MS4, Tier II reporting, etc.
• Develops and maintains Job Safety Analysis (JSA's).
• Collaborates with Risk Management to investigate incidents in which an employee, contractor or other person is injured. Complete or assist with the completion of accident reports and analysis of measures that can be taken to minimize the risk of similar future incidents.
• Assists others with maintaining equipment, reports, records, etc. related to safety and environmental programs.
• Act as liaison with local, state and federal agencies on issues related to safety and environmental programs.
• Performs related work as assigned.

Working Conditions:
A. Hazards
• May come in contact with hazardous chemicals during workplace inspections
• Occasional exposure to adverse weather and contact with animals and insects
• May be exposed to chemicals, dust, fumes, noise, and vibrations
B. Environment
• Office
• Field
• Plants, pump stations and other industrial facilities
C. Physical Effort
• Minimal – requires some physical ability and stamina to conduct fieldwork
D. Non-exempt

Knowledge, Skills and Abilities: Knowledge of the principles and practices of safety administration and OSHA, required. Knowledge applied to water and sewer operations, preferred. Ability to make safety inspections and to recommend the appropriate corrective actions. Ability to understand and administer environmental regulations and programs. Ability to effectively train others in proper
methods and procedures. Ability to keep accurate records. Effective written and oral communication skills. Ability to maintain relationships with representatives from other agencies, employees and public. Proficient in MS Word, Excel and Power Point.

**Education, Experience and Training:** Bachelor's degree in safety management/technology, occupational health and safety, environmental science or related field, with a minimum two years' experience and knowledge in the field of occupational safety and health, safety training and compliance, and environmental training and compliance preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**
- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period

For more information or to apply for this position, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)