



## BOARD OF PUBLIC UTILITIES Jamestown, New York

### **NOTICE**

#### **Safety Compliance Administrator**

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The City of Jamestown Board of Public Utilities (BPU) has an immediate opening for the position of Safety Compliance Administrator. The BPU is a full-service utility provider serving residents and businesses in Jamestown, NY and surrounding communities with electric, water, wastewater, solid waste and district heating services.

Applicants must have graduated from a regionally accredited or New York State registered college or university with a bachelor's degree in a science field and five (5) years of responsible full-time paid experience in the administration of an industrial or municipal safety program, or ten (10) years of responsible full-time paid experience in the administration of an industrial or municipal safety program, or a satisfactory equivalent combination of experience and education as defined above.

The individual in this position will inspect work sites and facilities for hazardous conditions considering OSHA, PESH, NESC, NFPA, ANSI and BPU safety regulations and report findings to the Director of Human Resources and the division head; monitor hazardous materials inventories and ensure that Safety Data Sheets (SDS) are available; research information from state and federal regulations, periodicals, and the internet and relate the information to work practices; advises departmental management of regulatory changes and requirements; coordinate all safety training and education courses including asbestos certification, Red Cross CPR/AED, First Aid and defensive driving courses; ensure that all necessary safety training and education is provided to the BPU workforce; serve as a resource in safety matters providing expertise and advice to all levels of management as well departmental safety committees. With the support of management, the individual in this position will plan, prepare and direct utility safety steering committee meetings; participate in department safety meetings; sample the work environment for hazards such as noise, air quality and electrical hazards, take corrective action and report the results to the Director of Human Resources; keep records on safety training/education, accidents, sampling results, hazardous exposures, and the health and safety program; investigate all work-related accidents and near misses to include root cause analyses, problem-solving, corrective action and follow-up; monitor overall safety results and report on agreed upon safety indicators; coordinate workers compensation, disability management, and return to work processes, rehabilitation needs or accommodations; perform periodic safety audits of all departments and facilities within the BPU utilizing a standard audit form and process and perform fire inspections of all utility buildings, reporting the results to the General Manager, the Director of Human Resources and the division head; investigate worker complaints regarding health and safety issues to address OSHA violations and immediate hazardous conditions and report immediate hazardous conditions to the Director of Human Resources and the General Manager; serve as liaison to other municipal agencies in emergency management/emergency preparedness situations; support the HR Department with the administration of the BPU self-funded healthcare plan; participate in the Health-N-Wellness committee meetings; perform other duties as assigned.

The successful candidate will have expert knowledge of the principles and practices of proper safety methods; working knowledge of the materials, equipment and operations used in carrying on everyday activities in the various utility departments; ability to instruct employees in proper safety methods and procedures; ability to deal effectively both with management and employees; ability to prepare written correspondence and reports; ability to communicate complex instructions and provide guidance regarding safety policies, procedures and best practices; proficient in the use of personal computers, mobile devices, computer software including Microsoft Office; possess initiative, resourcefulness, thoroughness and good judgment. Physical condition commensurate with the demands of the position.

The salary range for this position is between \$76,086 to \$106,518. The BPU offers an excellent benefit package which includes participation in the New York State & Local Retirement System and Public Service Loan Forgiveness (PSLF).

The position of Safety Compliance Administrator falls in the Competitive Class of the Civil Service Commission Classification Plan. All applicable rules and regulations of the New York State Civil Service Commission (including all local rules and regulations) shall apply to this position.

Direct applications, résumés, and letters of interest to:

Tammy J. Anderson, Labor Relations Administrator

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Jamestown Board of Public Utilities

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