

The City of La Crosse Position Description

Position Title: Occupational Safety and Emergency Management Coordinator

Department: Fire

FLSA: Exempt

Reports To: Assistant Fire Chief, Division of Community Risk Management

Revision Date: 12/30/2019

PURPOSE OF POSITION

The purpose of the position is to coordinate and supervise city-wide occupational safety and loss prevention programs; develop and maintain required safety policies; develop, schedule and conduct essential safety training programs; assure compliance of City safety policies and programs with all current federal, state and City laws, regulations, policies and procedures; and generally provide and promote a safe working environment for City employees and members of the public affected by City work activities.

The position is also responsible for the coordination of Emergency Management planning, training, grants, and compliance as directed by the Assistant Chief and Fire Chief/Emergency Management Director. Work would include support of emergency management duties as specified in Chapter 323 of Wisconsin Statute and similar City of La Crosse municipal code.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, implements and maintains safety related programs, procedures and policies to insure compliance with OSHA, Department of Safety and Professional Services (DSPS), and other safety regulations applicable to City operations and activities.
- Works with all City departments to identify safety training needs. Develops and coordinates training programs and schedules as required by safety policies. Researches and provides training and training resources to City departments. Maintains training program records as required.
- Chairs and coordinates the City's Safety Committee, and related sub-committees.

- Audits field activities and operations of City personnel. Conducts facility inspections to identify potential safety hazards. Confirms updates of MSDS, GHS, etc.
- Advises City Department Heads and supervisory staff regarding safety violations, potential hazards, related concerns and recommended corrections or enforcement for compliance.
- May occasionally supervise field personnel conducting operations where special/specific safety concerns exist, where new safety procedures are being implemented, or where safety training is provided during the operation. Position has authority to stop work when unsafe conditions exist.
- Develops and directs employee accident/injury prevention program.
- Provides assistance to Department Heads as needed to investigate employee accidents for cause and to recommend future accident preventative measures. Logs and tracks accidents, and directs training for problem areas.
- Chairs and coordinates the City's Accident Review Committee. Makes accident preventability determinations and advises Human Resources Director and appropriate Department Head of Committee outcomes.
- Conducts or assists with Personal Protective Equipment (PPE) evaluations and maintains records on completed evaluations for all departments.
- Maintains safety equipment vendor library and recommends PPE and other essential safety equipment purchases to departments. Advises Department Heads when budgeting for safety equipment.
- Develops, coordinates and implements City facility evacuation drills and procedures. Conducts employee evacuation drills, tornado drills, etc.
- Coordinates hearing protection program, including scheduling annual audiograms for affected employees.
- Conducts and/or coordinates training for fire extinguisher, confined space entry, excavation and trench awareness, fall protection, respiratory protection, lock-out/tag-out CPR, First Aid, and AED training for City staff.
- Provides entry-level safety training during new employee orientations.
- Maintains confidentiality of personnel matters involving employee medical information.
- Assists in development and ongoing management of city emergency management and emergency operations plans, integrates the city plans with the county plans. Emergency management plans shall require the use of the incident command system by all emergency response agencies during a declared state of emergency.
- As directed by the Fire Chief/Emergency Management Director, coordinates emergency management activities throughout the city during a declared state of emergency and serves in the Incident Command System structure as assigned by the Incident Commander.
- Coordinates citywide emergency management training programs and exercises as directed.
- Coordinates and completes Tier II Reports.
- Advise the Fire Chief/Emergency Management Director on local emergency management programs and coordination with County Emergency Management Coordinator. Prepares and submits reports to the Fire Chief/Emergency Management Director as required.

ADDITIONAL TASKS AND RESPONSIBILITIES

While the following tasks may be necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other members.

- May be required to be on call and/or work on various shifts, weekends, and/or holidays as deemed necessary for emergency incidents or when an Emergency Operations Center is activated. In the event of an emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.
- Accompanies safety inspectors and supervisors during routine or non-scheduled inspections.
- Coordinates collection of samples of potentially hazardous materials for analyses such as dust, gases and vapors.
- Coordinates harness inspections for all utility groups.
- Coordinates fork lift training and certification.
- Coordinates with Department Heads and Human Resources personnel with risk management and loss control strategies.
- Attends post-incident reviews to evaluate safety policies and operations, reinforce standard operating guidelines and assesses need for modifications as needed.
- May be required to operate a motor vehicle in performance of assigned tasks. Drives and operates city vehicles if needed.
- Attends and/or participates in a variety of neighborhood and civic group meetings, state and regional associations or events, as applicable to Department functions.
- Participates in professional training meetings, seminars, conferences, and other continuing education opportunities to stay current of best practices in the fields of Emergency Management and Occupational Health and Safety.
- Performs related duties and other tasks as required and/or assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Emergency Management, Occupational Safety, Industrial Safety Engineering, or Occupational Health Loss Control or related field is required. Two years of full-time and related work experience is required. Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

Valid unrestricted driver's license. Proficient in computer software.

Preferred/Desirable Qualifications and Experience

Master's degree from an accredited college or university in a related field.

Emergency management experience, training, and/or certification to include completion of National Incident Management System (NIMS) courses 100, 200, 300, 400, 700, and 800.

Demonstrated proficiency in MS Office and related computer software. Experience with and working knowledge of equipment used in emergency management and public safety operations. Experience with any aspects of Public Works, Law Enforcement, Fire Service, and Community Risk Reduction strategies. Effective communication skills.

Demonstrated commitment to staff training and development, as well as demonstrated organizational quality improvement efforts.

Physical and Mental Abilities Required to Perform Essential Job Functions

- **Language Ability and Interpersonal Communication:**
 - Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
 - Ability to persuade, convince, train and teach others. Ability to communicate safety and health policies and practices. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
 - Ability to utilize, interpret and apply safety standards and regulations. Ability to recognize both safe working conditions and occupational hazards. Ability to apply safety principals, practices and procedures to actual field conditions and situations. Ability to investigate working conditions and accidents.
 - Ability to utilize a variety of reference, descriptive and advisory data and information such as safety regulations, accident reports, insurance claims, ordinances, statutes, procedures, guidelines, non-routine correspondence, budgets, price bids, invoices, cost estimates, product specifications, project specifications, computer software operating manuals and project files.
 - Ability to interpret data resulting from safety testing and inspections, such as results from respiratory or noise monitoring.
 - Ability to communicate orally and in writing with contractors, city department heads and department personnel, vendor representatives and the general public.
- **Mathematical Ability:**
 - Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- **Judgment and Situational Reasoning Ability:**
 - Ability to apply principles of influence systems such as supervision, managing, leading, planning, coordinating and controlling. Ability to exercise independent judgment to

apply facts and principles for developing approaches and techniques to problem resolution.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
- Ability to use functional reasoning in performing influence functions such as leading, teaching and coaching.
- **Physical Requirements:**
 - Ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, drafting instruments, gas monitor, computer terminal, telephone, fax machine, photocopier and/or materials used in performing essential functions.
 - Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training.
 - Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
 - Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.
- **Environmental Adaptability:**
 - Tasks are regularly performed in safe and comfortable surroundings with occasional exposure to construction site hazards and traffic hazards during inspections.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.