

Job Title: Safety & Emergency Management Coordinator**Job Status:** Full-Time**Department:** Safety**Job Grade:** 207**Reports To:** Safety Manager**Work Setting:** On-Site**Pay Status:** Non-Exempt**Date Created/Updated:** 12/20/2023**Location:** Service Center

Position Summary

Under the direction of the Safety Manager, the Safety & Emergency Management Coordinator serves to develop, create, supervise, and audit the NBU Emergency Management & Safety program. Responsible for planning, organizing, updating, and coordinating responses to various types of emergencies and disasters that can affect NBU and its community.

Provide direction in monitoring, enforcing, directing, and developing Safety & Emergency Management policies, practices, and programs related to NBU employees, customers, and reflective of initiatives set forth in NBU's Strategic Plan.

Display exceptional knowledge of company safety and emergency policies and relevant Occupational Safety and Health Administration (OSHA) standards. This position is essential to identifying opportunities to minimize workplace health hazards quickly and efficiently and lead others to the same goal.

Essential Duties & Responsibilities

SAFETY & EMERGENCY MANAGEMENT

- Develop and maintain a comprehensive emergency response plans that cover various scenarios, including natural disasters, technological accidents, public health crises, and more
- Identify immediate and future safety & emergency needs of NBU
- Prepare monthly and quarterly reports, board reports, and presentations
- Ability to communicate effectively both in written and oral modes
- Engage with key city and county stakeholder to coordinate and host collaborative table top exercises
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Stay updated on the latest safety & emergency management practices, protocols, and procedures through regular training and education programs to ensure necessary knowledge and skill to effectively coordinate emergency response efforts while minimizing personal risks.
- Stay updated on the latest weather forecasts, emergency alerts, and information from relevant authorities. Being well-informed about the emergency situation will enable the ability to make informed decisions and ensure the safety of everyone involved
- Implement Emergency Management policies, protocols, and procedures based on best practice guidelines in order to establish and maintain a high level of safety and emergency readiness
- Responsible for knowing and practicing safety, fire, and emergency procedures
- Familiarity with writing Emergency Management policies and procedures
- Establish effective communication channels with emergency response teams, government agencies, and other stakeholders involved in the response efforts. Regularly communicate updates, instructions, and safety guidelines to ensure everyone is on the same page and working towards a common goal
- Ensure Emergency Management Plan is continually up to date

- Understand FEMA rules and Incident Command System (ICS): Implement the Incident Command System as it fits within NBU, which provides a standardized structure for managing emergencies. The ICS helps coordinate response efforts, ensures clear command and control, and promotes the safety of all personnel involved.

TRAINING

- Collaborate with Learning & Develop to establish training schedule with assorted Safety & Emergency Management topics for the company and identify appropriate trainers and or training requirements
- Research and present relevant information to different divisions at regular meetings
- Ensure that Safety & Emergency Management training records are maintained through Learning & Development.
- Responsible for implementation, training, and continuous review of relevancy of NBU's Emergency Management Plan & NBU safety practices.

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed so as to not interfere with the ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety & security guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site, and vehicle as applicable
- Develop & maintain effective customer service skills for communications with co-workers, customers, and the public
- Maintain strict confidentiality of business, employee, and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Safety, Team, Integrity, Culture, Stewardship
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Other: Ability to handle a variety of tasks that are routine in nature, while

Work Experience Time Frame: One Year or More

keeping work flowing in an orderly manner. Preferred: work history in

Field of Study: Safety or Emergency Management

Emergency Management, Safety, Security, Law Enforcement, Military, or other similar related fields.

Certification and Licensures Requirements

Must have or willing to pass the following FEMA Training courses within 90 days of employment.

IS100

IS200

IS700

IS800

Other Minimum Qualifications

- Excellent presentation skills both verbal and written
 - Familiarity with FEMA, ERCOT, TCEQ, OSHA, EPA, DOT, safety and environmental laws
 - Must be able to pass a background check and drug screen
 - Valid Texas Driver's License
 - A certificate in occupational health and safety management.
 - At least 3 years' experience in Emergency Management or health and Safety
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Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Computer, Telephone, Motor Vehicle, Copy Machine, Calculator, Printer, Camera

Physical Demands

Standing: Frequently

- ☒ Making Presentations
- ☐ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☐ Calculator
- ☐ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Lifting: Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Carrying: Rarely

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Occasionally

- ☒ For Supplies
- ☐ For Files

Handling: Occasionally

- ☒ Paperwork
- ☐ Monies

Kneeling: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- ☒ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Occasionally

- ☒ Stairs
- ☒ Ladder

- ☐ Step Stool
- ☒ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Occasionally

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Rarely

- ☒ On Ladder
- ☒ On Equipment
- ☐ On Step Stool

Bending: Rarely

- ☒ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Other: Click or tap here to enter text.

- ☐ Making Repairs

Crouching: Rarely

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Never

- ☐ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Occasionally

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Occasionally

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customers)						
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Vehicle

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date