

Job Title: Senior Safety Officer (Water Services)

Job Status: Full-Time

Department: Executive Services

Job Grade: 208

Reports To: Safety Manager

Work Setting: On-Site

Pay Status: Non-Exempt

Date Created/Updated: 4/29/2024

Location: Service Center

Position Summary

Under the direction of the Safety & Security Manager, the Senior Safety Officer (emphasis on Water Services) identifies safety risks, monitors company safety program and policies to ensure personnel are safety conscious and adhere to NBU safety guidelines and practices in all situations.

Performs work of an independent nature, utilizing professional judgment in assessing risk, reviewing work practices and determining best practice, achieving compliance with regulatory standards and NBU's safety policies, processes and safe work techniques (emphasis on Water Services and NBU General Safety issues). Works towards the on-going development of the safety program and improved safety practices.

Essential Duties & Responsibilities

SUPERVISION:

- Acts as a company liaison for external safety inquiries, inspections, audits, investigations and other matters.
- Assists with and/or prepares monthly and quarterly reports, board reports and presentations as directed
- Maintains close partnership with Human Resources department on all employee injury, illness, transitional positions and worker's compensation matters.
- Coach and mentor all NBU Employees on safety protocols and principles.
- Functions as a key employee contact for all safety matters and concerns
- Ensures compliance with all federal, state, and local health and safety regulations as well as NBU internal policies and procedures, and acts as a OSHA subject matter expert (SME).
- Develops, updates and tracks various safety-related reports, including Safety Performance Measures, incidents and other key safety indicators.
- Analyzes incidents and other related events and trends, and provides statistical analysis.
- Identifies areas of concern and opportunities for improvement, and works with cross-functional management to implement corrective actions and new programs and policies.
- Maintains an incident prevention program that includes continual safety education and training, promotion of safe work habits and concerns, safety inspections, and incident investigations.
- Works to integrate and harmonize safety and other related procedures and policies across NBU.
- Assists with accomplishing staff results by leadership, coaching, communicating job expectations; planning, monitoring, and coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Communicates effectively both in written and oral modes

FIELD RESPONSIBILITIES:

- Provide on boarding training to NBU personal as directed such as, but not limited to driving skills, CPR/First Aid, tool & equipment familiarity and NBU safety policies.
- Assists with implementation of safety policies and procedures in compliance with local, state and national guidelines, as well as NBU internal policies and procedures.
- Performs safety site inspections (with an emphasis on electric services) across the company, documents

unsafe conditions, safety hazards and health hazards, brings them to the attention of the Safety Manager and/or leadership.

- Documents and tracks safety-related incidents, accidents and injuries, and assists with conducting investigations as directed.
- Ensures that work sites have all the required safety, first aid and fire prevention equipment needed and that equipment is in good working condition.
- As needed, maintains, distributes, and demonstrates the use of personal protective equipment issued to NBU personnel.

AUDIT CREWS AND FACILITIES:

- Conducts safety audits throughout NBU locations with an emphasis on electric services.
- Tracks audit results, prepares reports and presents findings to management and Safety Committee as directed
- Utilizes results for opportunities to develop additional training and/or to acknowledge safe work habits
- Ensures that work sites have all the required safety, first aid and fire prevention equipment needed and that equipment is in good working condition

SAFETY TRAINING:

- Researches/Presents/Trains on relevant information to different divisions at regular safety meetings (emphasis on electric services)
- Collaborates with Learning and Development for the identification, development and coordination of Safety training needs.
- Completes administrative aspects of the adopted NBU driving program and other relevant training; up to and including acting as instructor for same.
- Oversees the issuance and execution of safety documents and safety In-briefings for "New Hires".
- Collaborates with Human Resources on the drug and alcohol testing programs to include random, post-accident and for-cause testing.

ACCIDENT/INCIDENT INVESTIGATION:

- A first responder to accident scenes, assess if need for medical attention/fitness for duty
- Responsible for thorough investigation to include interview of employee(s) involved, witnesses, photographs of accident scene
- Completes required incident forms for internal procedure and workers' compensation
- Submits final report to Leadership as directed

GENERAL RESPONSIBILITIES

- Maintains safety files and records.
 - Performs miscellaneous administrative and clerical duties.
 - Maintain regular attendance; leave schedule should be managed so as to not interfere with ability to accomplish tasks, including special projects and assignments with deadlines
 - Adhere to NBU safety 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 in general
 - 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 Integrity, Stewardship, Culture, Team and Safety
 - Participate in and support initiatives to reach annual NBU Performance Measures
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Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: [Click or tap here to enter text.](#)

Work Experience Time Frame: Five Years or More

Other: [Click or tap here to enter text.](#)

Certification and Licensures Requirements

Required: Have or gain a Water license D/C/B or WW Collection 1/2/3

Preferred:

- Certified Safety and Health Official (CSHO / OSHA)
- Certified Utility Safety Professional (CUSP)

Other Minimum Qualifications

- Must be able to pass Driver Trainer course and CPR/First Aid Trainer Course
- Five years or more experience in Water Operations or Treatment
- Experience and knowledge of safety practices & guidelines
- Experience conducting investigations and Performing Job Safety Analysis (JSA)
- Preferred to be able to speak and present in both Spanish & English (Bilingual)

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

[Click or tap here to enter text.](#)

Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

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: Occasionally

- Supplies
- Equipment
- Files

Carrying: Occasionally

- Supplies
- Equipment
- Files

Sitting: Frequently

- Desk Work
- Meetings
- Driving

Reaching: Frequently

- For Supplies
- For Files

Handling: Frequently

- Paperwork
- Monies

Kneeling: Occasionally

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

Pushing/Pulling: Occasionally

- File Drawers
- Equipment
- Table and Chairs
- Hose

Climbing: Occasionally

- Stairs
- Ladder
- Step Stool
- Onto Equipment

Vision: Constantly

- Reading

Other: Click or tap here to enter text.

- Computer Screen
- Driving
- Observing Worksite

Foot Controls: Frequently

- Driving
- Operating Heavy Equipment
- Dictaphone

Balancing: Frequently

- On Ladder
- On Equipment
- On Step Stool

Bending: Occasionally

- Filing in Lower Drawers
- Retrieving Items from Lower Shelves/Ground
- Making Repairs

Crouching: Occasionally

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

Crawling: Frequently

- Under Equipment
- Inside Attics/Pipes/Ditches

Hearing: Constantly

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

Twisting: Frequently

- From Computer to Telephone
- Getting Inside Vehicle

Talking: Constantly

- 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
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Warehouse, Shop, Vehicle, Outdoors/Field

Investigations may occur around work sites with health or safety conditions.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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