

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505) 424-1850 ext. 150

[www.sfswma.org](http://www.sfswma.org)

## Recruitment Announcement # SFSWMA 2022-013

**POSITION TITLE:** Environmental Health, Safety and Training Administrator  
**SALARY RANGE:** \$30.12 - \$48.21  
**FLSA/UNION STATUS:** Not Covered/Not Covered  
**POSITION STATUS:** CLASSIFIED FULL TIME  
**PERIOD TO APPLY:** Open Until Filled  
**SUPERVISOR:** Randall Kippenbrock, P.E., Executive Director  
**WORK LOCATION:** Buckman Road Recycling and Transfer Station (BuRRT)

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**PURPOSE:** The purpose of this position is to plan, develop, monitor and administer the Agency's comprehensive health and safety program in order to provide a safe workplace environment to the employees and general public; to ensure compliance with applicable health and safety policies, procedures and standards through effective program's evaluation, inspection and training; and to perform administrative and other supervisory work as required. This position plans, organizes and implements programs within organizational policies; and reports program progress to the Executive Director through reports and conferences.

**JOB DUTIES AND RESPONSIBILITIES:** The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.

1. Develops, monitors and administers the Agency's comprehensive health and safety program.
2. Knowledge of OSHA standards and regulations.
3. Coordinates the development of training programs with other staff and training providers according to federal and state regulations and Agency policies.
4. Administers training programs of Agency staff using Keller Online interactive safety management tool, including but not limited to the following: hazardous communication, blood borne pathogens, energy control (lockout/tagout), permit required confined spaces, electrical safety, use of personal protective equipment, respiratory program, occupational noise exposure, fall protection, ergonomics, first aid and CPR, workplace violence, drug and alcohol, contingency plans, waste screening, forklift operation, Freon removal certification, and OSHA's Hazwoper and DOT trainings for the handling of household hazardous waste.
5. Provides training to Agency staff and contractors using J.J. Keller online programs.
6. Conducts job hazard analysis for each job classification for the purpose of conducting risk assessment, determining hazards and identifying appropriate personal protective equipment and engineering controls.
7. Observes employees to determine compliance with safety precautions and the use of safety equipment.
8. Conducts facility and worksite inspections, identifies and evaluates hazardous conditions and practices, prepare written reports with recommendations for corrective action, and monitors the workplace compliance with recommended corrective action.
9. Review all incident and accident reports, injuries and "near miss" incidents to ensure root cause identification and develops and implements appropriate corrective measures to avoid future reoccurrences.
10. Identifies project/task hazards with management to correct hazards or terminate activities if hazards cannot be corrected in a timely manner.
11. Inspects work procedures, environment, machinery, and equipment for conformance with governmental standards in response to a complaint.
12. Collects and analyzes data to evaluate the effectiveness of the Agency's health and safety program. Develops and implements new methods to improve program's effectiveness.
13. Oversees the respiratory program including medical surveillance and respirator fit test utilizing a TSI fit tester.
14. Prepares and maintains records of serious occupational and illnesses, using the OSHA 300 Log.
15. Interprets safety standards and codes, conducts informational meetings to communicate general safety concepts and procedures to ensure compliance with safety standards, codes, and regulations; holds regular safety meetings.
16. Works with certified occupational/industrial hygienists to identify and investigate potential problems of occupational/industrial hygiene (chemical and biological hazards) in the workplace.
17. Acts as liaison with local agencies and others to manage incidents, reduce the frequency and severity of accidental losses, and achieve a workplace environment committed to safety and loss prevention; participates on various technical and advisory teams, providing advice and information on regulatory compliance and safety issues.
18. Provides leadership, direction and guidance in safety evaluation processes and safety program procedures to ensure health and safety awareness and the promotion of a safety culture.
19. Works independently or as part of a team; possesses good communication skills and interpersonal skills; preserves discretion and respect for confidentiality and privacy; and exhibits integrity and honesty.

- 20. Manages special projects as required; compile and analyze data; prepare and process special and recurring reports and administrative records, including training records.
- 21. Responsible for the first aid and BBP kit programs.
- 22. Responsible for the fire extinguisher, building fire alarm and sprinkler programs.

**MINIMUM QUALIFICATIONS**

**Education/Experience:** A Bachelor’s degree in health and safety, environmental sciences, business, public administration, or closely related field. Requires six (6) years of progressively responsible experience working as an administrator in health and safety, human resources, or related field. Additional education directly related to environmental health and occupational safety may be substituted for the required experience on a year for year basis up to two (2) years. Demonstrated experience in developing and administering programs is highly desirable.

**Certification/Licensure/Registrations:** A valid New Mexico driver’s license is required or attainment within one (1) month of hire. Must have completed or immediately acquire, with Agency assistance, 30-hour OSHA General Industry training (29 CFR 1910). Must possess or immediately acquire, with Agency assistance, 24-hour OSHA Hazwoper certification. Must possess or immediate acquire, with Agency assistance, a Refrigerant Recovery certification in accordance with Title VI of the Clean Air Act. Must have current first aid / CPR certifications or attainment within six (6) months of hire. Must be able to comply with the use of a respirator and other PPE requirements.

**Special Requirements:** Must have and be reachable by an Agency assigned cell phone or be available by an equally effective means of communication as approved by the Executive Director.

**Knowledge/Skills/Abilities** Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and implement and report on operations and activities. Strong organization and project management skills. Must plan, coordinate, budget, and schedule assignments and projects in a structured manner. Requires counseling or instructing/training others through explanation, demonstration and supervised practice or making recommendations based on technical expertise. Requires monitoring the activities of those operating complex machinery or heavy equipment that requires extended training and experience. Requires handling or using machines, tools or equipment requiring moderate instruction or experience, such as proficiency in computers for data entry, fax machines, copiers, telephones or similar equipment.

**WORKING CONDITIONS:** Requires light-to-medium work that involves walking or standing much of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy. The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals. The job may require entering a confined space, and climbing ladders and steps. The job requires normal visual acuity, depth perception, and field of vision, hearing and speaking ability.

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**HOW TO APPLY**

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

**A COPY OF YOUR DEGREE AND DRIVER’S LICENSE MUST BE ATTACHED TO EACH APPLICATION.**

**PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED.**

**EEO/ADA**