

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

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www.sfswma.org

Recruitment Announcement # 2025-08

POSITION TITLE: ENVIRONMENTAL HEALTH, SAFETY AND TRAINING ADMINISTRATOR
SALARY RANGE: \$31.65-\$50.65
FLSA/UNION STATUS: Not Covered/Not Covered
POSITION STATUS: Classified Full Time
PERIOD TO APPLY: Open Until Filled
SUPERVISOR: Executive Director
WORK LOCATION: Caja del Rio Landfill/Buckman Road Recycling and Transfer Station

PURPOSE This position is to plan, develop, monitor and administer the Agency's comprehensive health and safety program to provide a safe work environment to the employees and general public; to ensure compliance with applicable health and safety policies, procedures and standards through effective program evaluation, inspection and training; and to perform administrative and other supervisory work as required. This position reports to the Executive Director.

JOB DUTIES AND RESPONSIBILITIES

The Environmental Health, Safety and Training Administrator:

1. Develops, monitors, and administers the Agency's comprehensive health and safety program.
2. Has 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 for Agency staff using J.J. Keller online interactive safety management tool, including but not limited to the following: hazardous communication, bloodborne pathogens, energy control (lock-out/tag-out), 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 training for handling 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 to assess risk, determine hazards, and identify 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, prepares written reports with recommendations for corrective action, and monitors workplace compliance with recommended corrective action.
9. Reviews all incident and accident reports, injuries and "near miss" incidents to ensure root cause identification and develops and implements corrective measures to avoid future reoccurrences.
10. Identifies project/task hazards with management to correct hazards or terminate activities if hazards cannot be corrected promptly.
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 using 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; and 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 work environment committed to safety and loss prevention; participates on various technical and advisory teams, provides 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; compiles and analyzes data; prepares and processes 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.
23. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a high school diploma or GED equivalent, supplemented by formal training or special courses in health and safety or closely related field. Demonstrated experience in developing and administering programs is highly desirable.

Certification/Licensure/Registrations: Requires a valid New Mexico driver's license, or obtain within one (1) month of hire. Requires a 30-hour OSHA General Industry training (29 CFR 1910), or obtain within six (6) months of hire. Requires a 24-hour OSHA Hazwoper certification, or obtain within six months of hire. Requires First Aid and CPR certifications within one (1) year of hire.

Special Conditions: Must pass a drug and alcohol screening prior to employment and randomly thereafter. Must wear PPE as required.

Knowledge/Skills/Abilities Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and implementing and reporting on operations and activities. Strong organizational 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 knowledge. 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, standing, climbing, stooping, bending, lifting, and working at heights; also involves exerting between 20 and 50 pounds of force on a recurring basis. Requires considerable skill, adeptness, and speed in using fingers, hands, and limbs in tasks involving close tolerances or limits of accuracy.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

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 involve confined spaces.

HOW TO APPLY

Submit employment applications to:

Human Resources Officer
Santa Fe Solid Waste Management Agency
149 Wildlife Way
Santa Fe, NM 87506-8342

Resumes will be accepted in addition to the SFSWMA employment application. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to the application.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.