



WESTLANDS WATER DISTRICT

IS HIRING A:

Safety Officer

Annual Salary Range: \$90,036 - \$109,440

Department: Director of Operations & Maintenance

Applications Accepted: April 8, 2024 – April 29, 2024

Minimum Qualifications

Education and Experience: A bachelor's degree in Occupational Safety/Risk Management, Industrial Hygiene, Industrial Technology, Engineering, Human Resources, or related field, **and** three (3) years of increasingly responsible experience in the administration of safety management, risk management, human resources, employee and job safety programs, or any combination thereof. Public agency/governmental experience is desirable.

Note: Experience related to public safety, emergency response, maintenance/construction of a public water system, workers compensation, or related field may be considered in lieu of education.

Standard Requirements: Possess a valid California Class C Driver's License along with a driving record that is acceptable to the District's automobile insurance provider. Certification with American Society of Safety Professionals or National Association of Safety Professionals as a Certified Safety Professional, Construction Health and Safety Technician, or the ability to complete the certification within 12 months of hire is desirable.

Position Summary

Under general direction of the Director of Operations & Maintenance, plans, coordinates, implements, and enforces the District's accident prevention and safety program, and ensures safety policies comply with local, state, and federal laws. Performs a wide range of safety-related duties including safety inspections of District facilities, offices, maintenance and construction sites; safety training; accident/incident investigations, which could result in disciplinary action; and develops and reviews safety policies, procedures, and trainings. The Safety Officer is a single confidential position classification in which the employee in this classification is privy to decisions of District management affecting employer-employee relations. Incumbents should demonstrate a high degree of confidentiality, independence, and the ability to analyze a wide variety of technical and complex safety issues.

The duties of the Safety Officer include but are not limited to overseeing, implementing, and recommending revisions to safety-related policies and procedures such as the District's Illness/Injury Prevention Plan (IIPP), Covid-19 Prevention Plan (CPP), Workplace Violence Prevention Program (WVPP), and Safety Handbook policies as needed, in coordination with the Supervisor of Human Resources Administration, and other management staff as appropriate; conducting field investigations which may include interviewing employees, supervisors, and other witnesses regarding occupational accidents, incidents, injuries, and property loss and damage; and may conduct field investigations related to employee discipline. This position serves as a Chairperson of the Safety Committee; coordinates and conducts monthly Safety Committee meetings; prepares reports, meeting agenda items, minute annotations, and updates staff on current safety measures and/or concerns; specifies and requisitions safety materials, tools, and equipment. The incumbent conducts employee safety orientations and trainings, coordinates safety trainings with vendors, and manages the District's Safety Matrix.

Application and Selection Process

To be considered for this position, please submit a Westlands Water District Employment Application and Supplemental Application, no later than **Monday, April 29, 2024**, in person, by mail, email, or fax to:

Westlands Water District
Attention: Human Resources Department
Mailing: P.O. Box 5199, Fresno, CA 93755
Physical: 286 W. Cromwell Ave.
Fresno, CA 93711

Office Hours: Monday-Friday 8 a.m. to 5 p.m.

Email and/or fax application materials directly to: resume@wwd.ca.gov or (559) 241-6286

For questions, please contact:
The Human Resources Department at (559) 241-6205 or
Visit the District's Website at wwd.ca.gov

A typewritten Employment Application is preferred but not required. Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials.

Following the filing date, applicants meeting the minimum qualifications and filing requirements may be scheduled for an oral panel interview.

Verification of Employment The District conducts verification of a candidate's employment history, education and training, and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, agility test; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. As part of the selection process, you are required to complete and submit the Candidate Conviction History Questionnaire which will be provided to you during the recruitment process.

If you need special accommodations for the web-based interview due to a qualifying disability, then contact the Human Resources Department at (559) 241-6205 immediately.

Westlands Water District is an Equal Opportunity/ADA Employer

BENEFIT PACKAGE INCLUDES:

~ Please visit the District's website for further details ~

CalPERS Retirement Plan
Medical Insurance
Dental Insurance
Vision Insurance

Life & Disability Insurance
Voluntary Life Insurance
Employee Assistance Program
457 Deferred Compensation Plan

Flexible Spending Account
Paid Vacation Leave Hours
Paid Medical Leave Hours
11 Paid Holidays

The District does **not** participate in Social Security or State Disability Insurance.

Westlands Water District's mission is to provide a timely, reliable, and affordable water supply to its landowners and water users. To this end, Westlands is committed to preserving its federal contract, which includes water and drainage services, and acquiring additional water necessary to meet the needs of its landowners.