

## JOB ANNOUNCEMENT

**POSITION:** Health & Safety Manager  
**DIVISION:** Administration  
**SALARY:** TBD

**POSTED:** May 2, 2019  
**APPLICATION DEADLINE:** May 15, 2019

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### Overview and Authority:

The Health & Safety Manager shall have the responsibility to identify and cause correction of health and safety hazards and risks, develop programs and training, and work closely with the senior management team to improve processes effectively and efficiently without compromising safety. A successful candidate's performance will be based on ability to reduce/eliminate work related injuries and incidents, establish training requirements, design/collaborate on processes that reduce risk and improve the overall PWSA Safety Culture. Additionally, the Health Safety Manager (HSM) will be responsible for managing the Pennsylvania Public Utilities safety related processes and, ensuring that all procedures and guidelines are followed. This individual will be reporting to the Chief Corporate Counsel/Chief of Administration.

### Duties:

**Authority** - Identify and cause correction of health & safety hazards. Correct situations that create an imminent risk or hazard to personnel. Develop actions to correct non-imminent hazards through an administration process. Provide and develop necessary and required safety and health training.

**Records and Data Management** – Manage Authority wide safety metrics and goals, job observation programs, service testing of apparatus and equipment, inspection and service testing of personal protective equipment (PPE), inspect all PWSA buildings and facilities for safety and risks, and develop and coordinate documentation and training records.

**Liaison** - Manage PWSA's Employee Safety committees with development of agenda, materials, and process improvement development. Coordinate emergency management procedures and processes with local law enforcement agencies. Provide information and assistance to Supervisory Staff in auditing buildings and facilities to identify and report safety and health hazards. Maintain a liaison with all PWSA employees regarding recommended changes in equipment, procedures, and recommended method to eliminate usage practices and reduce existing hazardous conditions. Maintain a liaison with equipment manufacturer's standards-making organizations, regulatory agencies, and safety specialists outside the PWSA regarding recommended changes. Address large groups with information, new procedures, and training programs. Create and maintain ongoing relationship with local law enforcement agencies to assist with emergency management programs.

**Rules, Regulations, and Procedures** –Develop, review, and revise rules, regulations, and standard operating procedures pertaining to PWSA health and safety programs. Report the adequacy and effectiveness of and compliance with the safety-related rules, regulations, and standard operating procedures. Review principles of accident prevention, loss control, and industrial hygiene. Review Workers' Compensation Laws and case decisions. Review principles of loss prevention and risk identification to safety programs. Prepare, update, and provide training for the Authority's emergency response plan. Collaborate with Authority Security Professionals.

**Risk Reduction** - Detect and correct unsafe and unsecured working conditions and practices to prevent accidents and injuries to employees, citizens, and others exposed to the working environment. Prepare for, and conduct, lessons learned events with staff to improve their appreciation and means to address safety risks.

**Apparatus and Equipment** – Review specifications for new apparatus, equipment, protective clothing, and monitoring equipment for compliance. Recommend test and testing procedures for new and/or existing equipment and its acceptance and/or approval.

**Investigation Procedures and Review** – Investigate occupational injuries, illnesses, exposures and fatalities involving employees and accidents involving apparatus, equipment, and/or facilities. Develop and submit corrective recommendations resulting from investigations. Develop reporting and investigative procedures and periodically review and revise these procedures. Review the procedures employed during hazardous operations. Determine, outline, and report incorrect and/or questionable procedures where employed and submit corrective recommendation to senior management.

**Other** - The position may require the performance of other essential and marginal functions depending upon work assignment, location, shift, and immediate needs.

### Knowledge:

Current federal, state, and local laws regulating occupational safety applicable to the water utility work environment.  
Health and safety hazards and risks involved in water utility operations and other related activities.  
Principles and techniques of a safety program management.  
Principles of effective training.  
Principles of program and project management.  
Principles of Emergency Response Plans and their preparation.

**General Requirements:**

Applicants must be domiciled in the City of Pittsburgh at time of appointment and remain domiciled throughout employment with the PWSA. Verification of City residence required at time of filing application. Must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License prior to appointment. A valid driver's license must be maintained throughout employment.

**Education/Experience Requirements:**

Applicant must have master's degree in Safety Management, Safety Science, or related field with 10 years relevant experience or equivalent education/experience combination. Experience with water and relating utilities preferred.

Utility Construction Safety experience a plus. Possession of certification as a Safety Professional (CSP) awarded by the Board of Certified Safety Professionals (BCSP) and ten (10) years of experience developing and/or administering occupational safety programming which includes policy and training formulation and implementation. Other combinations of education and experience that meet the minimum requirements may be substituted.

**Physical Demands:**

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers. Reach with hands and arms; talk and hear; and taste and smell. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, and crawl. The employee is occasionally required to climb and balance. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to high precaution places, fumes, and airborne particles. The noise level in the work environment is usually moderate to occasionally loud.

During specified emergency situations, the employee may be required to perform their core functions during any time day, night or weekends/holidays.

**APPLICATIONS:** Available in the Human Resources Department, 1200 Penn Avenue, Pittsburgh, PA 15222 or online at [www.pgh2o.com](http://www.pgh2o.com). Please send the application, resume and cover letter to above address or email to [hr@pgh2o.com](mailto:hr@pgh2o.com).

*You may be considered for other available positions based on qualifications provided on your employment application.*

**AN EQUAL OPPORTUNITY EMPLOYER**

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state, or local law.