

Job Title	Environmental Health and Safety Specialist
Closing Date/Time	Thu. 08/17/17 5:00 PM Eastern Time
Salary	\$26.82 Hourly, \$2,145.96 Biweekly \$55,795.00 Annually + Benefits
Job Type	Full Time, Regular
Location	3311 E Tamiami Trail (Risk Management), Naples, Florida
Department	Administrative Services Department
Division	Risk Management

The purpose of this classification is to develop and implement occupational safety and health programs for the County. Work involves providing safety training, investigating accidents, establishing and enforcing safety policies and procedures, inspecting work sites and equipment for compliance with safety standards, and preparing and maintaining safety related records, reports, and documentation. Employees in this classification may be assigned to specific County divisions/departments or may perform work which affects all County divisions.

#### Essential Functions:

Must embrace and foster an environment that supports our core safety values. Exhibits leadership qualities and uses experience to coach others to work safely. Develops and implements programs and strategies to help prevent, reduce or eliminate work related accidents and injuries. Develops and conducts county wide environmental and occupational health and safety training. Identifies training needs; develops courses to address needs, to facilitate accident and loss prevention, and to meet federal and State OSHA requirements. Identifies which employees should receive the various training programs. Obtains necessary training materials, equipment and supplies; schedules and provides training; evaluates training; and identifies and implements modifications needed to improve training effectiveness and employee retention of safety knowledge.

Conducts research regarding all environmental and occupational safety and health related regulations and standards that affect Collier County work operations, employees, volunteers and contractors. Conducts and reviews investigations for environmental and occupational safety and health related accidents in assigned departments. Obtains and documents accident information; conducts accident review sessions with injured employees, their immediate supervisors and respective Department Head; and counsel's employees with chronic safety problems and/or high incidence of accident/injury.

Develops and/or identifies precautions and practices for avoiding reoccurrence. Recommends corrective actions. Conducts hazard analysis reviews, plant/location EHS audits, investigations of incidents, accidents, property damage and verbal complaints by citizens. Conducts pre-design, design during construction and post construction design and construction reviews to help ensure that IDLH (Immediately Dangerous to Life or Health) and Imminent Danger environmental safety and health

hazards are removed during the design phases of new projects, removed during remodel/retrofit phases of existing constructions and/or remodels and finalized upon completion of facilities prior to employee occupancy. Attends contractor performance meetings to address environmental and occupational safety and health issues created by contractors or projects.

Conducts routine calibration inspections, maintenance and/or change-out of gas monitors. Installs calibration tanks and/or chemical sensors. Follows up with facility personnel to monitor performance and provide training. Conducts inspections of assigned County facilities, work sites, equipment and construction projects in order to ensure compliance with applicable local, state and federal requirements and to identify potential hazards and/or safety issues. Identifies violations, risks and/or safety issues. Works with County employees and/or contractors to ensure implementation of safety practices, corrective actions and/or precautions. Conducts internal and external maintenance of traffic (MOT) inspections for all county work crews who work within a roadway and/or right of way.

Develops countywide environmental and occupational safety and health and related programs, policies, procedures, Job Safety Analyses (JSAs) and CMAs. Develops countywide training programs used by Safety Coordinators in specific divisions and monitors division specific Safety Coordinators to ensure compliance with Risk Management programs and procedures. Perform ergonomic and health hazard evaluations to identify, evaluate and control risk within the work environment. Spill Prevention Control and Countermeasures (SPCC) Plan, Process Hazard Analyses (PHAs), PSM/RMP Management.

Chairs safety committees for assigned divisions/departments. Develops agendas; schedules and leads meetings; participates in the identification, distribution and execution of assignments for the safety committee; prepares and distributes meeting minutes; and prepares reports of committee projects and accomplishments. Attends department and/or division staff meetings, safety committee meetings, equipment/PPE selection meetings, etc held at office locations or in the field. Maintains documentation, sends employee/division meeting notifications, evaluates accident investigation paperwork, provides corrective actions and performs follow up actions to ensure compliance.

Will be required to stay in SWFL during activation of the Emergency Operations Center to support the BCC operations as required. Participate on Emergency Spill Response Team activities to prevent and minimize adverse impact on employees and environment and be on call.

Operates a personal computer, laptop computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

#### Minimum Qualifications:

Bachelor's degree in Occupational Safety and Health Engineering or a related occupational safety field; supplemented by an approved professional internship as required as part of an Accreditation Board for Engineering and Technology (ABET) accredited educational institution's Environmental Health and Safety (EHS) degree program; or 9 years of validated and approved equivalent combination of education,

training, and experience in the field of occupational safety and health which provides the requisite knowledge, skills, and abilities for this job.

Must obtain the following FEMA Certifications within 12 months of hiring: ICS-100, Intro to Incident Command System, ICS-200, Incident Command System for Single Resources and Initial Action Incidents, ICS-300 Intermediate ICS for Expanding Incidents, ICS-400 Advanced ICS. ICS-700, National Incident Management System Introduction and ICS-800, National Response Plan Introduction and Florida Department of Transportation (FDOT) Maintenance of Traffic (MOT) Intermediate Certification. Must obtain E/L954: NIMS ICS All Hazards Position Specific Safety Officer Certification within 3 years of hire.

Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Individuals with a Graduate Safety Professional (GSP), Certified Safety Professional (CSP) or Associate Safety Professional (ASP) credentials preferred. Experience with ISO 14001 (Environmental Management System) and OHSAS 18001 (Occupational Health and Safety Management Certification) preferred. Hazardous waste operations and emergency response experience preferred. Background check and fingerprinting required.