

HIDALGO COUNTY ROAD & BRIDGE PAVED/UNPAVED

SAFETY COORDINATOR

SUMMARY:

Under the direction of County Commissioner, communicates the requirements of an effective safety and loss control function to all levels of management and employees by developing policies, procedures and training programs and maintain a safe, accident-free and healthy work environment for employees. Monitors all aspects of liability, makes recommendations for the reduction of exposure to all areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Composes and types standardized and/or non-standardized correspondence and other document and materials using word processing software.
- Uses spreadsheet and/or database software to input, analyze and retrieve information.
- Establishes and maintains moderately complex records and filing systems and uses them to prepare statistical, financial activity, and related reports concerning loss control issues.
- Conducts research, as needed, to respond to routine and non-routine questions about the risk management, safety management, and emergency management programs.
- Ability to maintain confidentiality of information.
- Ability to coordinate requests from doctors, physical therapists and insurance carrier, and able to get processed in a timely manner.
- Provide information and assistance to employees regarding all aspects of the Hidalgo County workers compensation programs.
- Tracks each injury and notifies appropriate agencies of lost time for benefits payments and maintains workers compensation files.
- Prepares necessary forms for employees and supervisors to report injuries; distributes same.
- Attends all Master Safety Meetings.
- Investigates work sites, makes recommendations for safety issues.
- May coordinate with staff for replacement and repair of traffic signs.
- Investigates traffic and other accidents/emergencies in the Precinct in order to monitor possible liability on part of county, as well as information source for Commissioner.
- Reads and understands emergency plans, including evaluation, hurricane, flood and tornado plans.
- Ability to coordinate staff in emergency situation.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED);
- Technical trainings, such as OSHA and/or other safety organization preferred.
- Minimum of two (2) years active participation in a safety program as a leader or manager; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier

OTHER SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organizations.
- Ability to apply common sense understanding to carry out instructions.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, depth perception, and the 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.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:

Required to follow all department's safety regulations.

DIRECTOR OF CONSTRUCTION

GENERAL DESCRIPTION

Under the supervision of the County Commissioner or other designated supervisor, the Director of Construction is responsible for overseeing and managing the reconstruction and/or renovation of storm drainage systems, to include coordinating, scheduling, and supervising construction projects.

The position of the Director of Construction is appointed by and serves at the will of the County Commissioner.

EXAMPLES OF WORK PERFORMED

Schedules, establishes work priorities, and coordinating drainage maintenance and construction projects

Directs through subordinate supervisors, such activities constructing, repairing, and/or replacing storm and water drainage systems

Oversees the repairing and cleaning of drainage wells, storm water lift stations, alum injection systems, and/or open drainage systems

Reviews plans and specifications relating to storm sewer, ditch and retention/detention pond maintenance, construction and/or their reconstruction to determine manpower requirements, and cost of equipment and personnel needed to construct and/or maintain projects

Estimates costs and recommends modifications as needed using knowledge of construction principles and regulations pertinent to ditch maintenance operations

Researches drain records to obtain information about drainage ditches such as location of easements, drain maintenance work performed, and past or present problems

Inspects drainage construction projects in progress to ensure compliance with plans and specifications

Checks such items as proper grade, placement of pipes, materials used, soil type, joints, and constructed ditch maintenance activities

Oversees the clearing and grubbing activities including the removal and disposition of roots, stumps, stubs, logs, and other timber occurring within the grubbing limits

Performs other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four (4) years of experience in the planning, design, and maintenance of the drainage systems. A Bachelors degree from an accredited college or university in construction management or related field. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of drainage system design, construction, and/or maintenance practices and standards including construction equipment and materials, pertinent codes, statutes, regulations, and laws affecting assigned projects

Ability to effectively supervise the work of others, establish and maintain effective work relationships with other supervisor staff, employees, outside agencies, and the general public

Skill in designing water, sanitary sewer, and drainage improvement projects

Skill in negotiation of critical and controversial issues with engineers, regulatory agencies, and/or the other government agencies

Registration, Certification, or Licensure

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's Insurance Carrier

PHYSICAL DEMANDS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

Exposure to dirt, fumes, toxic materials, extreme temperatures, noise, vibrations and high work places

Pushing, pulling, or lifting equipment or supplies used in surveying and inspecting construction weighing up to 50lbs

Sitting for extended periods of time

Stooping, twisting, or crouching for performance of inspections, surveying and monitoring construction projects

Required to follow all County and Precinct safety policies and procedures

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations