



SAFETY COORDINATOR

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking a Safety Coordinator to join its Phoenix headquarters.

The Safety Coordinator is responsible for managing, developing, updating, and administering the company's workplace safety programs. These duties include training employees in the company safety program, investigating accidents, and ensuring employee compliance with the company's safety policies and procedures as required by federal, state and local laws and regulations. This position reports to the Vice President – Operations. This is a management level position.

Using independent judgment and discretion, the Safety Coordinator performs a variety of tasks, duties and functions. These tasks, duties and functions are fundamental to company business and regulatory compliance which may include, but are not limited to, the following:

- Conduct research using all available resources on related and applicable regulations, codes, and laws regarding safety compliance.
- Prepare, update as necessary, administer, and manage company safety policies and procedures as required by federal, state, and local laws and regulations.
- Maintain, update, administer and manage the following company functions:
 - Injury and Illness Prevention Program
 - Fleet Safety Program – Globally Harmonized Safety Data Sheets
 - Occupational Safety and Health Administration 300 Log
 - Confined Space Program
 - Lockout/Tagout Program
 - Hazard Communications Program
 - Backhoe and Forklift Training Program
 - Employee ADEQ Operator Certifications and Profession Development Hours
 - Other required programs, logs and records
- Prepare, maintain, update, manage and administer the company's Emergency Preparedness/Management Plan.
- Coordinate and/or conduct department safety meetings and tailgate meetings.
- Conduct safety inspections and audits on a regular basis to ensure compliance with company safety procedures and with federal, state and local laws and regulations governing workplace safety.
- Investigate accidents involving company employees and prepare necessary responses and take necessary actions.
- Take action in response to correspondence and notices from regulatory, enforcement or other agencies relating to the program duties and functions.
- Act as a liaison with loss control representatives from company insurance carriers.



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- Inspect and record monthly fire extinguisher maintenance.
- Administer company's first aid kits and related supplies program.
- Coordinate with company management to order the annual uniforms for the collective bargaining employees.
- Assist the Environmental Compliance Supervisor and Water Resources Coordinator with water quality and water resource issues and duties as required or as directed.
- Perform other tasks and duties as directed.

Required skills, knowledge and physical ability include, but are not limited to:

- Thorough knowledge and understanding of company safety policies, Occupational Safety and Health Administration and other applicable federal and state safety laws and regulations.
- Excellent personal computer skills and proficiency with Microsoft Word, Excel, Access, and PowerPoint.
- Working knowledge of duties, responsibilities, and hazards for all field positions.
- Ability to communicate effectively both verbally and, in writing.
- Ability to write legibly and have good reading comprehension and analytical skills.
- Ability to interact with all levels of management, co-workers, public agency personnel, and the public in a cooperative and professional manner.
- Ability to exercise independent judgment and discretion.
- Must have professional demeanor and appearance, be dependable and punctual.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms; walk, sit, stand, bend, stoop, climb stairs to heights up to 40 feet, reach, grasp, lift up to 30 lbs., push, pull, crouch, squat, crawl, and twist.
- Must be able to make field surveys and site visits.

Required education, certification or licensing, training and experience:

- College degree in Safety, Risk Management, or a related field.
- Minimum two years of experience in accident prevention, safety administration and training as a Safety Coordinator or in a similar position. Other combinations of experience and education be considered.
- Valid Arizona driver's license and acceptable driving record.
- Occupational Safety and Health Administration 30-hour Construction Safety Training Certification.

The Company offers a competitive wage and benefit package, including company-paid medical, vision, dental, holidays and vacation, and 401(k).

Send detailed resume and employment application to awc-hr@azwater.com.