

Safety Specialist

Arizona Water Company, a private utility serving customers throughout Arizona, is seeking a Safety Specialist to join its Apache Junction office.

The Safety Specialist is responsible for assisting the Company Safety Coordinator in developing, updating, and administering the company's workplace safety programs. These duties include training employees in the company's safety program, investigating accidents, and ensuring employee compliance with the company's safety policies and procedures and federal, state and local laws and regulations. This position reports to the Vice President – Operations. The Safety Specialist will coordinate training and daily activities with the company's Division Managers and will work closely with the Safety Coordinator on the administration of the company's Safety Program. This is an entry level position.

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Assisting with research using all available resources on regulations, codes, and laws regarding safety compliance.
- Assist in the preparation, update as necessary, and administer company safety policies and procedures as required by federal, state, and local laws and regulations.
- Assist in the maintaining, updating, and administering the following company safety programs: – Injury and Illness Prevention Program
 - Fleet Safety Program
 - Occupational Safety and Health Administration 300 Log
 - Confined Space Program – Lockout/Tagout Program
 - Emergency Response Program – Hearing Conservation Program
 - Heat and Cold Illness Program – Hazard Communications Program
 - Backhoe and Forklift Training Program – Engineering Plan Review and Contractor Safety
 - Excavation and AZ811 Program (formerly known as Blue Stake)
 - Fall Prevention Program
 - Employee ADEQ Operator Certifications and Professional Development Hours
 - Other safety related required programs, logs, and records
- Attend workshops, meetings, and seminars on safety and reporting issues and related matters.
- Assist in preparing, maintaining, and updating the company's Emergency Preparedness/Management Plan.
- Assist in preparing, maintaining, and updating the company's Risk and Resiliency Plan.
- Assist in coordinating and/or conducting safety and tailgate meetings. Assist in conducting safety inspections 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.
- Take action in response to correspondence and notices from regulatory, enforcement, or other agencies relating to the company safety program.
- Assist as needed with Safety Coordinator and representatives from company insurance carriers.
- Perform and record monthly fire extinguisher maintenance.
- Assist with the administering of the company's first aid kits and related supplies program.

- Assist the Environmental Compliance Manager and Water Resources Manager with water quality and water resource issues and duties as required or as directed.
- Perform other tasks and duties as directed.

Required education, training and experience:

- Knowledge and understanding of company safety policies, the Occupational Safety and Health Act and related regulations other applicable federal and Arizona safety laws and regulations.
- Personal computer skills and proficiency with Microsoft Word, Excel, Access, and PowerPoint.
- Safety knowledge of water utility processes, 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 supervisors, co-workers, government agency personnel, and the public in a cooperative and professional manner.
- Must have professional demeanor and appearance and be dependable and punctual.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms; walk, sit, stand, bend, stoop, climb low ladders, stairs to reach heights up to 40 feet, and reach, grasp, lift up to 40 pounds, push, pull, crouch, squat, crawl, and twist. High school diploma or equivalent. College degree or five years' experience in Occupational Safety and Health, Industrial Hygiene, or a related field preferred.
- Knowledge or experience in accident prevention, safety administration, and training as a Safety Coordinator or in a similar position. Other comparable experience and education may be substituted.
- Occupational Health and Safety Administration coursework or certification is a plus.
- Ability to adapt to new and unique situations in the work place.
- Comprehensive problem-solving skills.
- Good customer service skills and ability to deescalate situations.
- Valid Arizona driver's license and acceptable driving record.

The company offers a competitive wage and benefit package, including company paid medical, vision, dental, holidays, vacation, and 401(k). Send a detailed resume: awc-hr@azwater.com.