



CENTRAL MARIN SANITATION AGENCY

***ANNOUNCING AN EXCITING
EMPLOYMENT OPPORTUNITY***

HEALTH AND SAFETY MANAGER



The Central Marin Sanitation Agency is an equal opportunity employer encouraging workforce diversity.

Deadline to apply:
December 13, 2016

Recruiting Services
Provided by
Koff & Associates

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

The Opportunity

Central Marin Sanitation Agency (CMSA) is recruiting for an experienced Health and Safety Manager. Under the general direction of the Central Marin Sanitation Agency (CMSA) General Manager, the Health and Safety Manager is responsible for developing, coordinating, and overseeing implementation of a joint comprehensive occupational safety, health, and injury management program at CMSA and the Novato Sanitary District (NSD).

Marin County

CMSA is located in San Rafael, the commercial and governmental center of Marin County, just north of San Francisco.

Famous for its favorable climate, Marin County showcases many cultural and natural attractions. San Rafael offers a lively urban environment while retaining the ease and comfort of small town life. The city boasts a wide choice of entertainment and cultural activities and is home to several top rated schools. Marin County offers a wealth of recreational opportunities, including road biking in West Marin, hiking on Mt. Tamalpais and China Camp State Park, mountain biking on a variety of beautiful trails, birdwatching at the bird and wildlife sanctuary, enjoying sun and surf at local beaches, or golfing at one of several golf courses with panoramic views of forests, untouched mountains, and cascading creeks. For more reflective outings, one may visit Mission San Rafael and the Falkirk Mansion and Art Gallery.

Marin County is only a twenty-minute drive from San Francisco, with all of its cultural and culinary flair. It's also the gateway to an immense variety of other world-famous destinations – giant redwoods, California's famous wine country, national seashores, and all the places in between.

The Organization

CMSA was formed as a Joint Powers Authority (JPA) in 1979 for the purpose of constructing and operating a regional wastewater treatment facility servicing special districts and municipalities in the

San Rafael and Ross Valley areas of central Marin County.



CMSA began operation in 1985 providing services to an area population of 105,000, consisting of residences and businesses, and includes educational, hospital, and correctional facilities. In addition to wastewater and biosolids treatment and disposal, CMSA provides a variety of other environmental services to local agencies, which include the operation and maintenance of wastewater collection system infrastructure, leading a county-wide public education program, and regulating many different types of businesses in central Marin.

CMSA strives to be a high performance utility, with a vision of being an industry leader, providing efficient wastewater services while remaining fully compliant with regulations, in an economically and environmentally sustainable manner. CMSA believes quality service begins with quality people, and the staff are wastewater professionals who focus their energy and expertise on providing excellent environmental services. CMSA is fully committed to the principle of continuous improvement, and in the past several years has completed or initiated a number of exciting, innovative projects to improve its operations. This trend will continue into the future, with a part of CMSA's annual budget dedicated to its capital improvement program.

The ideal candidate will...

- Possess knowledge of the principles and practices of occupational safety, health, and injury management program development and management, including accident prevention and investigation techniques, adult learning principles and instructional methods as well as working knowledge of applicable local, state and federal laws, codes and regulations, and industry standards.
- Be proficient in computer systems and Microsoft Office applications associated with performance of assigned work as well as basic problem solving skills associated with software applications.
- Establish and maintain cooperative professional relationships with all levels of staff, regulators, and members of the general public.
- Maintain a high level of integrity and confidentiality when dealing with sensitive and complex issues.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and applicable laws, codes and regulations.
- Write reports, business correspondence, training materials, policies and procedures.
- Effectively present information and respond to questions from all levels of staff, regulators, and members of the general public.
- Apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions and use spreadsheet and database applications to construct, interpret and present statistical data.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Effectively plan, organize, and execute work, and to manage multiple and concurrent projects.

Key Responsibilities

- ❖ Conducts assessments of the facilities and equipment to identify risks to the employees, community and the Agency, and to ensure compliance with applicable occupational safety, health and injury management regulatory requirements.
- ❖ Composes site-specific policies, programs, procedures, and associated documentation that fulfill regulatory requirements and support effective and efficient management of occupational safety, health, and injury management risks.
- ❖ Designs, develops, and maintains employee occupational safety, health, and injury management communication and training programs that ensure a thorough understanding of the hazards, protective measures, and individual responsibilities. Makes presentations to staff and elected representatives as necessary.
- ❖ Consults with and advises Agency managers and supervisors on occupational safety, health, and injury management issues. Meets regularly with the manager of each Agency to review the status of the Agency's programs.
- ❖ Anticipates, schedules, and coordinates medical evaluations, hearing tests, training, assessment, and compliance activities; and ensures certifications are current and associated records are maintained.
- ❖ Advises and provides assistance in the overall management of hazardous materials.
- ❖ Assists Agencies in maintaining pertinent, well-organized files in support of the occupational safety, health, and injury management programs.
- ❖ Coordinates all aspects of the injury management program including reviewing and processing claims, investigating or overseeing the investigation of claims, developing case management strategies in consultation with the third-party administrator, and coordinating effective early return-to-work programs.
- ❖ Acts as the liaison between the third-party administrator, medical providers, injured employees, and department supervisors on employee injury issues.
- ❖ Plans, coordinates, and manages outside expertise that may assist with the occupational safety, health, and injury management

programs such as safety assessments, training, and program improvements/development.

- ❖ Monitors legislative and regulatory changes at the local, state, and federal levels, as well as trends and innovations in the fields of occupational safety, health, injury management, and workers' compensation. Provides updates to Agency staff on pertinent issues and acts as liaison between the regulatory agencies and Agency management as necessary.
- ❖ Participates in activities, both inside and outside the Agencies, developing professional networks, building alliances, and developing valuable collaborative resources.



Qualifications

- ❖ Bachelor's degree (B.S. or B.A.) from an accredited college or university in occupational safety and health, industrial hygiene, safety management, safety engineering, or a related field; experience and knowledge in occupational safety and health may be substituted for the educational requirements.
- ❖ Six (6) years of increasingly responsible experience in managing occupational safety and health programs, with experience in injury management and early return-to-work programs. Relevant graduate level education or recognized industry certifications may be substituted for up to two (2) years of work experience.

Compensation & Benefits

The monthly salary range is \$7,896 - \$9,598.

The Agency offers a generous and competitive benefits package including:

- ❖ Retirement: The Agency contracts with CalPERS for retirement benefits.
 Classic Members: 2.7% @ age 55
 PEPRA Members: 2% @ age 62
 The Agency does not participate in Social Security.
- ❖ Health Insurance: CalPERS medical for employee and dependents (based on the Kaiser Bay Area rate).
- ❖ Dental & Vision Insurance: Fully paid by the Agency.
- ❖ Long Term Disability: The Agency provides a fully paid long term disability program for the employee.
- ❖ Life Insurance: The Agency provides fully paid term life insurance in the amount of \$100,000.
- ❖ Vacation Leave: 0-3 years of employment = 10 days; after 3 years up to 7 years = 15 days; after 7 years = 20 days.
- ❖ Sick Leave: Accrued at one day per month (12 days per year).
- ❖ Administrative Leave: One week per year.
- ❖ Holidays: 13 holidays per year (includes three floating holidays).



Important Application Information

To apply for this opportunity, please submit a cover letter, resume, and signed application by email to infokoff@koffassociates.com. Please visit Koff & Associates' website at www.koffassociates.com to download an Agency application. As an alternative, you can mail the completed application materials to Koff & Associates, 2835 7th Street, Berkeley, CA 94710.

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