

# Safety Training Officer



Koff & Associates  
A Gallagher Company





## THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks, and beaches,

two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

## THE POSITION

The City of Oxnard is seeking a Safety Officer with strong technical and customer service skills to be part of the Human Resources Department's Risk Management Team. This position will be responsible for providing detailed information on safety methods and techniques. The Safety Office is responsible for providing services to the Public Works Water and Wastewater Divisions in a consulting capacity, but reports to the City's Risk Management Division in the Human Resources Department. Duties include:

- Developing and implementing overall work safety program objectives for the Water and Wastewater Divisions.
- Administration of a comprehensive health, safety and training program while ensuring and promoting a safe work environment for employees and customers to comply with federal, state, and local regulations.
- Coordinating with the City of Oxnard Human Resources Department, Risk Management Division's centralized safety programs.

### Other Essential Functions include but may not be limited to the following:

- Lead, coordinate and create a positive, safe work environment and provide training and skill enhancement.
- Serve as the Water and Wastewater Divisions' Safety Officer.
- Become familiar with the Water and Wastewater Divisions' operations and related safety issues.
- Stay current and up to date with federal, state, and local safety regulations.
- Compiles professional, comprehensive reports and investigates root causes of accidents, incidents, and injuries; develops plans to meet future needs or minimize accidents and injuries through a comprehensive training program.
- Confers with and coordinates with contractors, engineers, and consultants, unions and the general public regarding City safety policies and standards as needed.
- Develop, update, present and implement employee safety training programs, safety and health awareness activities, memos, and publications, ensuring that statutory training requirements are met. Develop and implement relevant safety policies and procedures.
- Participate in the development and implementation of Emergency Response Plans.
- Coordinate internal and external health and safety training. Document employee safety and training completed.
- Ensure organizational compliance to relevant standards, laws, and regulations. Audit facilities, equipment, and operations to verify compliance with various safety and training protocols. Recommends the procurement of safety equipment as necessary.



- Oversee the gathering and analysis of data related to industrial accidents and incident monitoring. Identify trends and coordinate with centralized operating departments and government oversight organizations when required.
- Provide supervisory review and investigation of all accidents and complaints including root cause analyses. Prepare professional, comprehensive reports and recommendations for remediation or resolution. Serve as the Water and Wastewater Divisions' liaison for workers' compensation and safety issues.
- Identify areas of improvement related to safety. Conduct safety testing and risk evaluation audits, prepare findings, and recommend disciplinary procedures when necessary. Maintain proper records and documentation.
- Serve as point of contact when emergency circumstances arise.
- Performs other work-related assignments as required.

## THE IDEAL CANDIDATE

The ideal candidate is a "hands-on" professional with the ability to oversee the City's Water and Wastewater Divisions' safety programs. Excellent communication and interpersonal skills necessary to maintain effective relationships with regulatory agencies, vendors and interdepartmental management and staff are essential. The selected candidate will be team-oriented, approachable, and have solid knowledge of the principles and the practices of methodology, the materials and necessary monitoring equipment used, as well as the rules and regulations pertaining to emergency response. This intelligent and energetic professional will have a desire to work collaboratively with management and staff to ensure City safety practices, policies and procedures are in compliance with local, state, and federal standards. The ideal candidate will possess working knowledge of water systems, treatment plant operations, and general office activities.

### Knowledge and Abilities

The ideal candidate will also demonstrate knowledge of and performance in the following areas:

- Knowledge of principles and practices of OSHA and Cal/ OSHA safety, loss prevention, environmental compliance, accident prevention, and Workers Compensation regulations.
- Knowledge of principles and practices of data collection, assessments, inspections and investigations.
- Principles of administration, organization, and management: personnel policies and procedures.
- The ability to manage multiple projects and adjust to changing priorities.
- A proven history of building and maintaining effective business and working relationships.
- The ability to write clear, concise, and effective training materials, safety procedures and reports.
- Mental alertness - necessary for safety during inspections, driving, emergency response, and multiple activity coordination.
- A command of respectful, patient, and communicative leadership qualities with the ability to inspire and guide change and safe work habits. A 'listener'.
- Passion for a safe working environment.
- Knowledge of applicable computer systems and standard software applications.

## QUALIFICATIONS

- The equivalent of at least **three (3)** years of experience in the fields of Safety and Training, OSHA standards, and/or Worker's Compensation
- A **Bachelor's Degree in a related field is required.**
- License/Certificate: Possession of, or the ability to obtain, a valid class C California driver's license.

## WORK SCHEDULE

The normal workweek is Monday-Thursday, 8:00 am - 6:00 pm, and alternating Fridays, 8:00 am- 5:00 pm. This position may be required to be available to work additional hours as needed to respond to workload needs.

## SALARY AND BENEFITS

The salary range for this position is **\$65,186.58 - \$121,445.17** depending on experience and qualifications.

The City pays a generous benefits package that includes:

- Retirement Contributions: New members (as defined by PEPPRA), 2% @ 62; "Classic" members 2% @ 55. The employee will be required to pay a portion of their annual earnings toward their retirement. The City of Oxnard does not participate in social security.
- Vacation/Annual Accrual Rates: Leave accrual rates vary between 6.24 – 11.78 hours per pay period based on years of service.
- Administrative Leave: Paid Administrative Leave of 40 hours per fiscal year.
- Deferred Compensation: The City contributes 1% to a deferred compensation program.
- Bilingual Pay: A regular full-time employee may receive bilingual pay at the rate of \$50.00-\$100.00 bi-weekly depending on the level the employee is required to provide bilingual services as determined by the City Manager or designee.
- Health and Dental: The City contributes \$1,543.00 per month toward medical insurance premiums and an additional \$66.79 per month toward dental insurance premiums. For employees who waive the medical, the City contributes \$1,243.00 per month. Unused Dental premium monies are paid to the employee.
- Holidays: The City observes 12 holidays per year
- Life Insurance: City employees receive Basic Life Coverage (\$5,000) + AD&D (\$10,000) + 1 times annual salary 100% paid by the City. Employees also have the option to purchase additional insurance.
- Tuition Reimbursement: Full-time employees are eligible for 75% reimbursement for work related coursework up to a maximum of \$5000 per fiscal year.
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses.

## APPLICATION AND RECRUITMENT PROCESS

This position is Open Until Filled.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/safety-training-officer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

### Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

