

Risk & Safety Supervisor

Job Description

Role:

The person in this position performs skilled work supervising and leading the safety and risk management of all locations and staff. This position provides guidance in emergency preparedness, safety operations, and communications for the Authority. The position supervises emergency preparedness activities, ensures procedures and policies are current, and makes evacuation decisions during an emergency in the absence of the manager of the facility. This position reports to the Human Resources Manager.

Essential Functions

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

- Oversees Safety personnel which includes hiring, training, and assigning their duties along with evaluating their performance.
- Responsible for eliminating hazardous conditions.
- Develops Job Hazard Analysis reports addressing principle steps in the operation, the job hazards, and the safety precautions to take when performing the operations. Tracks safety measures and trends in Cartegraph.
- Develops, administers, and coordinates training in specific areas of safety and risk management, in conjunction with the Safety Coordinator.
- Conducts field and facility safety audits identifying occupational hazards or potential hazards, in conjunction with the Safety Coordinator.
- Creates, implements, and updates emergency preparedness and evacuation plan(s) for each facility, ensuring OSHA and EPA requirements, national and local fire protection codes, and industry requirements are addressed and implemented. When applicable, submits plans to appropriate regulatory agencies in a timely manner.
- Develops, distributes, and maintains emergency communication protocols and documentation.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills, collaborating with the facility managers as needed or in the absence of the facility manager.
- Responsible for overseeing the property and liability insurance claims.
- Ensures all necessary safety certifications are completed and recorded.
- Ensures that all safety-related policies, procedures, and plans are compliant with regulatory requirements.
- Perform budget requests and monitor applicable accounts.
- Research and be knowledgeable of regulatory requirements related to emergency, health, and safety practices e.g., OSHA, CDC, EPA, state mandates, etc.
- Supervise the Hazard Communication Program and conduct yearly audits to ensure all necessary chemical data is available to staff.
- Participate in regional and internal Safety Committee meetings.
- Review new projects to determine all safety requirements have been identified.

- Serve as the Emergency Preparedness liaison for the Authority.
 - Perform other duties as assigned.
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Minimum Qualifications

- Bachelor's degree in Business, Emergency Management, or related field; experience working with Occupational Safety and Health Administration standards; or a combination of equivalent education and experience.
 - Experience in an emergency management field is preferred; this may include industrial safety, law enforcement, fire and rescue, emergency medical service, or military service.
 - Strong organizational skills and attention to detail in effective communication, analytics, and record-keeping.
 - Ability and willingness to exercise tact, diplomacy, and courtesy when dealing with others; this includes internal employees and management staff and also external stakeholders at local governments, first responders, and with the general public.
 - Ability to effectively train and inform staff on emergency preparedness policies, procedures, and systems.
 - Knowledge of principles of accident prevention, risk management, loss control, and industrial hygiene.
 - Valid driver's license in the Commonwealth of Virginia.
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Preferred Qualifications

- [Professional Emergency Manager \(VaPEM\), Associate Emergency Manager \(VaAEM\), Emergency Management Institute \(EMI\) Advanced Professional Series \(APS\)](#), or related certification.
 - Advanced training or certification in emergency preparedness, safety, and security.
 - Experience with worker's compensation.
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Additional Information

- This is a supervisory position that requires supervision over safety personnel.
 - The position typically requires working Monday through Friday from 8:00 am to 5:00 pm with a one (1) hour lunch break.
 - This position occasionally requires attendance outside of normal hours to represent Authority interests.
 - May be called outside of normal hours for emergency response.
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Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for most periods of time.
- This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Often
Up to 25	Seldom
Up to 50	Rarely
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Occasional
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature