



Town of Danvers Position Description

Title: Health, Safety and Environmental Coordinator	Classification: Union	Union Status: D.I.E.G.
Department: Public Works Electric Division	Grade: 25	
Reports to: Safety and Risk Manager	Department Director: Utility Director	
Effective Date: December 2020	FLSA Status: FLSA Exempt	

GENERAL SUMMARY:

Under the direction of the Assistant Utility Director and/or their designee, the Health, Safety and Environmental (HSE) Coordinator serves as the Safety Compliance Officer for the Electric Division advising of safety protocols and procedures throughout the Division.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Makes recommendations for correcting unsafe conditions and provides necessary safety training.
- Responds to emergency situations and performs root cause analysis with corrective action relating to Job Hazard Analysis and Incident Investigations.
- Prepares and maintains all safety and environmental records, reports and associated documentation necessary to manage and comply with Federal, State and local requirements.
- Assists with Coordinating and scheduling technical training across the Division.
- Responsible for overseeing the process of Hazardous Waste removal.
- Responsible for the Division's Vegetation Management Program and Tree Trimming Program.
- Develops and manages Distribution Construction Work Methods Program.
- Assists and coordinates with the maintenance and testing of vehicles, material and equipment throughout the Division.
- Manages the Division's Pole Testing Program.
- Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.
- Provides support for the documentation of substation maintenance and associated control systems.
- Prepares and administers work documentation relating to third party attachment requests.
- Provides technical information and assistance to other agencies and customers.
- Upon receiving High Voltage Rubber Glove certification, may be required to serve as qualified second person on a switching crew for storm or other emergency situations as deemed by management.
- Performs the duties of an electric switchboard operator.
- May be responsible for managing other in-house construction projects.
- Performs other duties as required or assigned.

Minimum Qualifications:

- Minimum of 5 years of experience in an electric utility with extensive knowledge in distribution operations and procedures required. Project management experience required. Supervisory experience preferred. Bachelor's Degree in an engineering field with supervisory experience desired; or any equivalent combination of education and experience.
- Certification in CHST or CUSP desired.
- Environmental certifications including Hazwopper and Hazmat Transportation desired.

- Must be able to obtain High Voltage Rubber Glove certification within 6 months from date of hire. This time frame may be extended by the Utility Director and/or Assistant Utility Director under certain circumstances.
- Must be available to assist in major storm or emergency system restoration events.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying that organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

Knowledge, Ability, Skill

Knowledge: Knowledgeable in Switching and Tagging procedures, OSHA, DOT, NFPA Standard, 70E, NESC and related distribution construction standards. Familiarity with GIS and applicable software packages. Proficient in Microsoft Office.

Ability: Ability to plan, organize and collaborate with others. Ability to communicate effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to respond during off hours as needed. Must be able to acquire and maintain any applicable certifications as determined by the Town of Danvers.

Skills: Excellent customer service, organization skills, time management skills, written and verbal communication skills and strong project management skills.

Supervision

Received: Works under the direction of the Safety and Risk Manager and the Assistant Utility Director, and/or their designee and in accordance with the applicable provisions of the Massachusetts General Laws. Must be able to function with a high degree of independence while managing various projects and programs.

Exercised: Acts as Safety Supervisor to field personnel as required. There are no direct reports associated with this position.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Job Environment

- Periods spent outside in non-office environment, subject to all weather conditions.
- Work is also performed under typical office conditions and environment could be moderately noisy and subject to frequent interruptions.
- Operates a computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; generally consisting of an information exchange dialogue, discussing routine and semi-complex issues.

Physical Requirements


(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

This position is frequently required to sit, communicate, and hear; occasionally required to walk. Must be able to handle and feel objects, tools or controls; and reach with hands and arms. Must occasionally lift and/or move objects weighing up to 50 pounds. Vision and hearing at or correctable to normal ranges.

NOTICE:

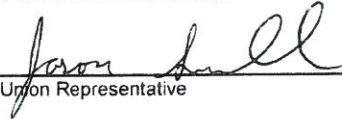
- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:



Human Resources Director

1.27.21
Date



Union Representative

1/11/21
Date

Received by:

Employee

Date

Human Resources

Date