Title: Safety & Risk Manager
Classification: Management
Department: Public Works Electric Division
Grade: M-2
Reports to: Assistant Utility Director
FLSA Status: FLSA Exempt
Effective Date: 2/25/2020
Union Status: Non-Aligned

GENERAL SUMMARY:
Under the direction of the Assistant Utility Director, the Safety & Risk Management Manager over sees the divisions comprehensive safety and risk management program. Serves as the divisions point of contract for safety and risk management and is responsible for ensuring the safe and legal use of all division’s resources including personal, equipment, facilities, and supplies.

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.)

- Establishes and implements policies and procedures to identify and address safety, risk and training needs in the division.
- Implements and documents standardized division work methods, procedures and costs.
- Updates and maintains the Danvers Electric Service policy and requirements handbook.
- Updates and maintains the Danvers Electric terms and conditions for electric service.
- Develops and maintains warehouse and inventory control policies and procedures.
- Manages the work order system, flow of work orders and billing.
- Oversees the environmental programs including hazardous material handling, disposal, and any necessary clean ups for the division.
- Manages and oversees third party attachment contracts; assists with development of polices and rates.
- Assists with the implementation of Electric division software programs and systems.
- Develops communication procedures and outage notifications for division.
- Conducts risk assessments, collecting and analyzing documentation, statistics, reports and trends.
- Reviews and analyzes accident/injury reports in a timely and cost-effective manner; makes recommendations on improvements to limit accidents/injuries.
- Acts as a liaison between the division and the Human Resources Department regarding accidents, injuries and claims review and process improvements, after consultations with Assistant Utility Director.
- Utilizes metrics and data to create/focus training programs.
- Drafts and presents risk reports and proposals to management for review and implementation.
- Assists the Assistant Utility Director and/or their designee with budget preparation; provides requested reports and supporting materials for the budget.
- Makes recommendations on personnel matters as they directly relate to training, safety and risk management.
- Ensure the division is in compliance with safety related protocols, laws and procedures.
- Manages the division fleet and acts as the liaison with the DPW Fleet Supervisor.
- Is the division liaison to the Town Safety Committee; may serve as co-chair to the Committee as assigned.
- Develops and manages other divisional policies, procedures or issues as directed.
- May be assigned to assist other Town departments with environmental and safety issues and policies.
• Responds to emergency situations and performs root cause analysis with corrective action relating to Job Hazard Analysis and Incident Investigations.
• Assists and coordinates with the maintenance and testing of vehicles, material and equipment throughout the Division.
• Acts as a qualified switch person operating 23kV and 5kV equipment when required.
• 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; 2-3 years of experience in a safety manager or equivalent role. Project management experience required. Supervisory experience preferred. Bachelor’s Degree in an engineering field desired; or any equivalent combination of education and experience.
• Certification in CHST or CUSP desired.
• Must be able to obtain Red Tag and High Voltage qualification as determined by the Utility Director within 6 months from date of hire. This time frame may be extended by the Utility Director under certain circumstances.
• Environmental certifications including Hazwopper and Hazmat Transportation desired.
• 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**


*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 anticipate needs and actions of divisions. 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 Assistant Utility Director 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. May be assigned to oversee personnel by the Assistant Utility Director.

**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:

[Signature]
Human Resources Director

03/04/2020
Date

Received by:

[Signature]
Employee

[Signature]
Human Resources

[Signature]
Date

[Signature]
Date