

Town of Natick

Position Title:	Environmental Health And & Safety Manager	Grade Level:	3
Department	Public Works	FLSA Status	Exempt
Reports to:	Executive Director of Public Works and Facilities		

Statement of Duties:

The EH&S Manager is a leadership position responsible for the development, implementation, and oversight of Environmental Health & Safety programs related to OSHA compliance, Fire Safety, and Emergency Preparedness. The EH&S Manager will proactively contribute in strategic planning to improve safety, assist in the development of funding requests for special projects, and actively manage projects related to safety. The EH&S Manager is expected to provide technical decision making, direction, coaching, and guidance on all EHS matters. The major responsibilities for this position will be to maintain compliance with OSHA standards by developing safety programs conducting comprehensive inspections, and provide training. The position will support the DPW and Facilities as well as other Town departments.

Supervision Required: The employee works under general supervision of the Executive Director of Public Works and Facilities in partnership with the Director of Public Works and the Director of Facilities.

Supervisory Responsibility: Although this position does not currently have direct reports, this position will lead by partnership and influence. May supervise interns.

Accountability: Errors and omissions in work could result in unsafe working conditions, fines or non-compliance with state and federal guidelines, and reputational damage for the Town.

Judgment: Work requires examining, analyzing and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Work Environment: The work environment characteristic described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed under outdoor conditions, garage conditions, and in the office,

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with frequent exposure to potential minor and major injuries. Outdoor work is required in various public works and facilities projects. The noise level in the work environment is usually moderate to loud.

Nature and Purpose of Contacts: Position interacts with co-workers, public and external contacts. Professionalism is required due to the nature of the position and the contacts.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Manage all aspects of the EH&S safety programs related to OSHA General Industry Standards, particularly in how they apply to DPW and Facilities staff. Develop written safety programs and work with various stakeholders to effectively implement written programs. Identify resources and equipment needed to roll out new safety programs and seek funding through capital project requests, grants or other means to help support the overall safety mission of Natick. Respond to and track safety issues as they arise and provide information to employees and contractors regarding safety.
- Conduct comprehensive safety inspections in work areas to ensure Natick is in compliance with applicable OSHA standards. Investigate work-site accidents, near-miss incidents, and occupational injuries to determine causes, install preventative measures, and manage return-to-work activities.
- Develop and present various safety training courses (Fall Protection, Hazard Communication, Bloodborne Pathogens, and various other OSHA topics) for Natick staff and help maintain a database for tracking training attendance. Provides safety orientation for new hires and seasonal employees.
- Work with Facilities, Natick Fire and Police, and Natick Public Schools Collaborate and partner with appropriate local authorities and department heads to develop fire safety programs for impairment, hot work, and events safety. Ensure Natick is in compliance with local and state fire codes.
- Researches, writes and supports grants for Town EH&S projects.
- Audits fire extinguishers, emergency lighting systems, eye wash stations and drench showers. Tests emergency equipment, maintenance and calibration of gas monitors, confined space entry permits, hazardous materials storage.
- Develops, compiles and analyzes safety and vehicle incident metrics for reporting. Identifies areas for corrective actions.
- Maintains a database of safety data sheets (SDS) for all chemical products.

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- Participates in emergency operations as directed by the Executive Director.
- Other duties as assigned.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree ~~in Bachelor degree~~ in Safety, Health, Industrial Hygiene, Physical Science or related area required.
- 5+ years of experience working as an EH&S manager.
- Capable of obtaining medical clearances for using respiratory protection necessary for HAZMAT response.
- Must have subject matter expertise in safety & health management and regulatory compliance
- Good presentation and public speaking skills.
- Associate Safety Professional (ASP) or Certified Safety Professional (CSP) preferred

Knowledge, Abilities and Skill

- Familiar with DPW and Facilities operations and equipment
- Competent Person Training in trench excavation and work zone safety
- OSHA 500 (Construction) Outreach Trainer Certification
- OSHA HAZWOPER (40 hour) Hazardous Waste Site Worker
- AHEARA asbestos regulation experience

Abilities:

- Ability to effectively coordinate with professional, technical and support staff; develop and maintain effective working relationships at all levels within and outside of the department; prepare effective correspondence and reports; and communicate effectively verbally and in sensitive interpersonal situations.
- Ability to plan, organize, and prioritize tasks to meet project deliverables in a timely manner.

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- Ability to work on their own with minimum supervision.
- Ability to lead through influence and partnership with stakeholders

Skill:

- Strong communication and documentation skills.
- Excellent customer service and interpersonal skills.
- Strong analytical skills. Completes information analysis for procedures and reports.
- PC skills, including word processing, spreadsheets, database, and presentation applications.

Physical and Mental Requirements

The physical demands described here 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.

- Hand-eye coordination is necessary to operate tools, and various pieces of equipment.
- While performing the duties of this job, the employee is frequently required to walk, use hands and reach with hands and arms.
- The employee is required to climb or balance; stoop, kneel, crouch or crawl; talk or hear.
- The employee may occasionally lift and/or move up to 60 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.