



# Upper Occoquan Service Authority

## Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

## **SAFETY & SECURITY PROGRAM MANAGER**

Administration Division

Grade 15 | \$105,083.32- \$168,133.94\*

**Open Until Filled**

*\*DOE-Starting salary will be between minimum and midpoint in the range.*

### **ABOUT THE ORGANIZATION**

The Upper Occoquan Service Authority (UOSA) is a regional water reclamation plant serving four jurisdictions (Fairfax County, Prince William County, City of Manassas and City of Manassas Park).

### **RESPONSIBILITIES**

The Safety and Security Program Manager, Administration Division is responsible for planning and implementing the organization's comprehensive Safety and Security Program in compliance with Local, State, and Federal regulations and applicable standards including emergency preparedness and business continuity. The work is performed under the direction of the Chief People Officer. Leads and mentors a team of at least one Safety Officer and at least one Security Specialist and utilizes them along with other resources as needed to support the work described herein.

### **EXAMPLES OF WORK**

- Develops, updates, and obtains necessary approvals for UOSA safety and security policies, procedures, and plans.
- Ensures the planning and implementation of on-site and classroom training programs for managers and employees on workplace safety practices and procedures. Training includes but is not limited to driving safety, fire prevention, ergonomics, electrical safety, personal protective equipment, fall protection, and corrective handling techniques for chemicals, toxins, equipment, and other materials, lockout tagout, confined space and several others.
- Analyzes and determines safety training needs yearly; develops safety calendar for training. Evaluates safety training program effectiveness.
- Measures and reports on the Safety and Security Program effectiveness through performance measures and indicators/etc., seeking continuous improvement and innovation.
- Coordinates the development and maintenance of UOSA's emergency response and business continuity plans, procedures, and guidelines for the All-Hazards response, according to the state and federal requirements and standards.
- Plans, coordinates, and executes the testing of UOSA response plans through seminars, workshops, drills and table-top, functional, and full-scale exercises.
- Installs. Develops and implements disaster recovery plans to ensure compliance with jurisdictional requirements to access funding through Federal and State agencies and associations including FEMA, WaterISAC, etc.
- Oversees the physical security standards, policies, procedures, and systems and the UOSA-wide security programs and recommends corrective measures as appropriate.
- Ensures that regular safety audits and inspections of UOSA division/departments are conducted.
- Reports infractions of UOSA safety policies and/or procedures to the appropriate managers, Directors and officers.
- Ensures that investigation of accidents, injuries, and driving complaints are conducted and cooperates in preparing material and evidence for the organization to use in hearings, lawsuits, and insurance investigations. Communicates status to appropriate Officers and or Chief Executive Officer.



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- Complies and submits accident reports required by regulatory agencies, including, but not limited to the Annual OSHA 300 Report and associated records.
- Investigates all damage claims against UOSA, Processes claims directly with the insurance carrier. Prepares any necessary reports and paperwork. Analyzes claims and safety data.

### **REQUIREMENTS**

- A Bachelor's degree in a safety, emergency management or related field and six or more years of direct experience in a safety related job are required. A Master's degree in safety, emergency management or related field with three to five years of direct experience in a safety related job is preferred.
- Three to five years of managerial experience is required.
- Certified Industrial Hygienist, NIMS ICS 100 & 700, OSHA 30 Hour Certification, CPR/AED/First Aid Certification and CPR/AED/First Aid Instructor Certification are highly preferred.
- Previous safety inspection, training, and/or risk management within a water treatment and/or water reclamation facility, public utility, or industrial facility is preferred.
- Designation as a Certified Safety Professional (CSP) by the American Board of Certified Safety Professionals or possessing other applicable certification (e.g., ASP) or the equivalent professional safety designation preferred.
- Knowledge of principles practices of safety/loss control, OSHA regulations, data collection, occupational health and safety, environmental standards, and principles of hazard control.
- Knowledge of personal protective equipment, investigative principles, traffic laws.
- Knowledge of the concepts of comprehensive emergency management, such as mitigation, preparedness, response, and recovery.
- Knowledge of the operations of physical security systems, including but not limited to camera systems and access control systems and emergency alert systems.
- Ability to effectively manage a safety/loss control program; prepare written materials including memoranda, reports, and recommendations; and interpret, apply, and explain materials such as policy and procedures, directives, and manuals.
- Any equivalent combination of safety education, experience and certification will be considered.

*The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at [good.jobs@uosa.org](mailto:good.jobs@uosa.org).*

**All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.**

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: [Uosa.org/Careers](http://Uosa.org/Careers) > **Candidate Profile.**

Once logged into your profile, click on **Find Jobs** in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.