



JOB POSTING

Job Title: Safety & Security Coordinator
Job No: 24-05-09
Department: Human Resources
Reports To: Chief of Human Resources
Classification: Exempt
Grade Scale: GS-08 to GS-09
Starting Pay: \$41,650.35 to \$46,002.60/annually
(Depending on Experience)
Posting Dates: 05/09/2024 to 05/16/2024

JOB SUMMARY

The Safety and Security Coordinator supports the Lower Valley Water District's safety and physical security programs ensuring protection of people, property, and District assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)*

- Assists the Safety & Security Specialist in planning and conducting safety training including but not limited to Hazard Communication, emergency response procedures, confined space entry etc.
- Conducts daily worksite safety inspections and recommends corrective actions. This includes training in response to identified trends or hazards to prevent injuries and safeguard work areas.
- Assists the Safety & Security Specialist in conducting technical field investigations and evaluate complex accident/incidents to include vehicle/equipment accidents, incidents, injuries, and property damage.
- Prepares accident/incident investigation reports and maintains database for safety training records, workers compensation files and investigative reports.
- Preserves evidence by using diagrams, photographs, video, written/recorded statements, email, medical reports, etc.
- Ensures PPE is issued to employees on all activities that have been identified through a risk assessment and keep records of all PPE that has been issued to employees.
- Assists the Safety and Security Specialist monitor and coordinate security access program to protect LVWD facilities, personnel, and assets including badges, keys, doors, and gate openers.
- Investigates allegations of fraud, theft, and violations of security policies and procedures.
- Monitors surveillance equipment for breaches of security and safety violations and ensures after hours monitoring systems are in place.
- Participates in de-escalating emergency incidents, irate customers, and similar events to prevent malicious acts against the organization's assets or personnel.



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- Conducts new employee safety orientation.
- Subject to recall for emergencies, stand-by, weekends and 24-hour emergency call out with little or no notice.

REQUIRED SKILLS, EDUCATION & EXPERIENCE

- Associate degree in occupational safety, risk management, business or public administration, engineering, or related field or equivalent combination of education, training, and experience.
- Two (2) years of construction or general industry experience in safety/security programs, processes, or conducting hazard analysis and developing controls.
- Strong knowledge of OSHA, EPA, TxDOT, and Workers Compensation requirements.
- Must have strong problem solving and analytical skills.
- Strong knowledge of Microsoft Office
- Ability to establish and maintain effective working relationships with fellow employees, officials, and the public.
- Valid Texas Class "C" Driver's License and must have acceptable driving record.
- Bilingual preferred (English and Spanish).

Inquires: To apply please submit Resume and Lower Valley Water District Application to:

In Person: Monday-Friday 8:30 am to 4:00 pm
1557 FM Rd 1110, Clint Tx 79836

Email: jobs@lvwd.org

Online: <https://www.lvwd.org>