

**Job Title: Safety Coordinator/Risk Manager**

This is Classified/Part-Time/Non-Exempt

**Position Summary:**

The Safety Coordinator/Risk Manager plays a crucial role in ensuring the safety and well-being of employees and visitors. This position involves developing, implementing, and managing safety protocols, procedures, and guidelines to minimize risks and promote a culture of safety within the Mora County. The incumbent conducts comprehensive risk assessments, leads investigations into workplace incidents, and collaborates with various stakeholders to address safety concerns effectively.

**Essential Duties and Responsibilities:**

* **Develop Safety Protocols**: Develop, implement, and manage safety protocols, procedures, and guidelines to ensure compliance with local, state, and federal regulations as well as industry standards.
* **Risk Assessment**: Conduct comprehensive risk assessments to identify potential hazards and assess risks associated with various operational activities.
* **Training and Education**: Organize and conduct safety training programs for employees to ensure understanding and adherence to safety protocols and regulations.
* **Incident Investigation**: Lead investigations into workplace accidents, injuries, or near misses to determine root causes and implement corrective actions to prevent recurrence.
* **Safety Inspections:** Perform regular inspections of facilities, equipment, and processes to identify safety hazards and ensure compliance with safety standards.
* **Emergency Preparedness:** Develop and maintain emergency response plans and procedures to address potential emergencies or disasters, such as fires, chemical spills, or natural disasters.
* **Regulatory Compliance**: Stay abreast of changes in safety regulations and ensure organizational compliance with all applicable laws and regulations.
* **Documentation and Reporting**: Maintain accurate records of safety-related activities, incidents, and compliance efforts. Prepare and submit reports to management and regulatory agencies as required.
* **Safety Culture Promotion**: Promote a culture of safety throughout the organization by encouraging employee participation, awareness, and accountability.
* **Collaboration:** Collaborate with management, department heads, and employees to address safety concerns and implement effective solutions.
* Performs other duties as required.

**Qualifications**

* Bachelor’s degree in occupational health and safety, Risk Management, Environmental Science, or related field.
* Several years of experience in occupational health and safety, risk management, or related fields, preferably in an industrial or manufacturing setting
* In-depth understanding of safety regulations, standards, and best practices. Familiarity with risk assessment methodologies and incident investigation techniques
* Excellent verbal and written communication skills. Ability to effectively communicate safety information and procedures to employees at all levels of the organization.
* Strong analytical and problem-solving skills. Ability to analyze complex situations, identify potential risks, and develop effective solutions.
* Demonstrated leadership abilities with the ability to influence and motivate others to prioritize safety.
* Meticulous attention to detail to identify potential safety hazards and ensure compliance with regulations.
* Strong organizational and time management skills to manage multiple tasks and priorities effectively.
* Proficiency in Microsoft Office Suite and other relevant software applications for data analysis, reporting, and documentation.
* ability to work collaboratively with cross-functional teams and build positive working relationships.

**License Requirements:**

Valid New Mexico Driver’s License

**Acknowledgment:**

Employee’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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