



**Safety & Health Program Manager**  
**South Coast Water District**  
**(Laguna Beach, CA)**

# The District

South Coast Water District (SCWD) is an innovative, customer service focused water utility that provides potable water, recycled water, and wastewater services to approximately 35,000 residents, 1,000 businesses, and 2 million visitors per year in beautiful South Orange County, California. SCWD's service area, divided into five districts, includes the communities of Dana Point, South Laguna Beach, and areas of San Clemente and San Juan Capistrano. A five-member elected Board of Directors oversees policymaking, financial stewardship, rate-setting, capital programs, and long-term planning for the District. The General Manager provides direction and support to a staff of 88 full-time employees and oversees a \$50.1 million annual operating budget with a dedication to maintaining a culture of respect. Additional information can be found at the District's website: <https://www.scwd.org/>

## SCWD'S Mission, Vision & Core Values

### Mission

We are entrusted by our community to provide water resources essential for sustaining life.

### Vision

Recognized as a premier water district unsurpassed in customer service, reliability, environmental stewardship, and organizational excellence.

### Core Values

- ▶ *Accountability* - We are answerable for our behavior, actions, decisions, and producing excellence in all we do.
- ▶ *Customer Service* - We will demonstrate outstanding customer service through dedication, respect, courteous communication, and timely response.
- ▶ *Integrity* - We commit to the highest standards of ethics, professionalism, and character in working with each other and the public.
- ▶ *Leadership* - We inspire and guide individuals to work together to achieve our goals, attain excellence in our craft, and push the boundaries of innovation.
- ▶ *Teamwork* - We work together collaboratively - where planning, decisions, and actions are accomplished more effectively as a group than individually.

## The Position

The Safety and Health Program Manager is a critical role that drives South Coast Water District's commitment to safety and excellence. Through a dynamic blend of planning, organizing, communicating, and training, the incumbent fosters a culture of safety, security, emergency preparedness, and emergency response that reduces risk and ensures compliance with federal, state, and local rules and regulations, industry standards, health and safety laws, and internal policies. Working cooperatively with District management and field staff, they identify and analyze problems and formulate recommendations for innovation and improvement.

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### Essential Duties and Responsibilities

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- ▶ Develop, implement, and administer comprehensive safety and health management systems, procedures, programs, policies, guidelines, work standards, and methods to achieve a culture of safety and accident prevention.
- ▶ Provide safety and health performance measures/metrics to the General Manager and Department Heads; create actionable items; assist all departments in continuous improvement of occupational safety, health, and emergency preparedness and response performance.



- ▶ Establish and maintain primary interface with regulatory agencies; conduct safety and health awareness training and education to ensure that District employees and contractors conduct their work in compliance with Fed/OSHA, Cal/OSHA, Cal-EPA, DTSC, Cal OES, WEROC, and CUPA regulations and standards; re-emphasize these standards to field staff during employee huddles.
- ▶ Serve as Chairperson of the District Accident Prevention Program; investigate all work-related accidents; escalate communication on environmental, health, and safety issues; participate in audits, evaluations, and on-site inspections and safety assessments; recommend improvements and corrective action as necessary; report findings and verify that corrective action has been taken to resolve deficiencies.
- ▶ Assist Compliance and Risk Program Manager on compliance with and reporting of environmental and hazardous waste regulations. Create tools and processes to improve reporting.
- ▶ Establish and maintain primary interface with local, state, and federal law enforcement and emergency management personnel; conduct annual fire prevention inspections with appropriate fire protection agencies; serve as a liaison with local agencies during an emergency.
- ▶ Assist in developing, reviewing, and monitoring the District's emergency plans; improve District-wide emergency preparedness and business continuity response plans; facilitate and train the District Evacuation Team; coordinate emergency response training exercises; ensure the Emergency Operations Center equipment, communication equipment, and supplies are tested, maintained and ready for response.
- ▶ Develop and administer the Safety & Health program budget; monitor and control budget expenditures.

Additional details are available at [www.alliancerc.com](http://www.alliancerc.com)

## The Ideal Candidate

The ideal candidate is a knowledgeable and enthusiastic occupational safety and health professional who inspires, coaches, mentors, and trains, and guides District employees toward achieving exceptional standards in environmental, health, and safety compliance.

This person is intimately familiar with federal, state, and local safety and health regulations and standards. They understand that safety is a shared responsibility and have the vision and drive to gain full participation from all employees and contractors in the District's programs. They are a good listener and charismatic leader who is able to organize their thoughts and communicate well up and down the organization. They are visible. They stand their ground, when necessary, to protect the District's employees and assets.

The successful candidate will be committed to the District's mission, vision, and core values; and passionate about protecting the community SCWD serves.

## Qualifying Education and Experience

### Minimum Requirements

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a bachelor's degree from an accredited college or university in Business Administration, Occupational Safety, Industrial Hygiene, or related field AND a minimum of six (6) years of safety and health program management.

### Desirable Qualifications

- ▶ Two (2) years of experience in emergency preparedness and response in a public agency
- ▶ Associate Safety Professional (ASP), Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Hazardous Materials Manager (CHMM) certification
- ▶ Water or wastewater industry certification
- ▶ Completion of ICS 100, 200, 300, 400, 700, and 800
- ▶ Familiarity with NIMS/SEMS/ICS structure

### License

Valid California Class C driver's license with no restrictions and a satisfactory driving record

# Compensation and Benefits

The current salary for this position is \$118,206.40 - \$158,974.40 per year. The District also provides the following benefits to its employees:

- ▶ **Work Schedule** - Four 10-hour days, Monday through Thursday
- ▶ **Vacation** - 80 hours per year to start, increases annually
- ▶ **Longevity Vacation** - Awarded on 10-year anniversary date, and again every five years thereafter
- ▶ **Sick Leave** - 96 hours per year with no cap
- ▶ **Holidays** - 8 fixed paid holidays plus 3 floating holidays
- ▶ **Medical Insurance Coverage** - Choice of six plans available for employee and dependents with a minimal monthly contribution
- ▶ **Dental and Vision Insurance Coverage** - Available for employees and dependents at no cost to employees
  - Employee-funded Flexible Spending Account (FSA)
  - District-funded Health Savings Account (HSA) - Combined with CDHP
- ▶ **Life/AD&D Insurance** - District paid benefit. 2X Annual Salary with maximum benefit of \$500,000 group term life insurance
- ▶ **Short and Long-Term Disability Insurance** - District pays the full premium
- ▶ **457 Deferred Compensation Plan** - District matches up to the maximum of \$1,600 annually
- ▶ **Retirement** - Defined benefit plan through the California Public Employees' Retirement System (CalPERS)
  - Public Employee Pension Reform Act applied to new hires effective January 1, 2013. New employees are enrolled at the 2% @ 62 formula with employer contributions at 6.985% and member contributing 6.75%.
  - "Classic Members" applies to employees hired or within CalPERS prior to January 1, 2013. 2% @ 55 formula with employer contributing 10.221% and employee contributing 7.00%
- ▶ **Wellness Program** - \$300 per Fiscal Year
- ▶ **Paid Bereavement Leave** - A maximum of five days for the employee's immediate family
- ▶ **Educational Reimbursement Program** - Up to \$5,000 per calendar year

## How to Apply

Open until filled. For priority consideration, **apply immediately** at [www.alliancerc.com](http://www.alliancerc.com). Initial resume review will occur on or before October 9, 2023. For questions and inquiries, please contact:

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