



COUNTY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
INVITES RESUMES FOR THE POSITION OF:



SENIOR SAFETY COORDINATOR

An Equal Opportunity Employer

SALARY

\$29.83 - \$39.89 Hourly
\$5,170.22 - \$6,914.89 Monthly
\$62,042.66 - \$82,978.69 Annually

THE POSITION

The Human Resources Department has an incredible opportunity available now for a **Senior Safety Coordinator**. The position will operate out of the Riverside County Regional Medical Center(RCRMC) and will be tasked with the full scope of the hospital's safety program.

The Senior Safety Coordinator will plan, organize, and direct RCRMC's Safety Program. This includes responsible safety planning, inspections, and accident prevention work. The Sr. Safety Coordinator will also participate in the RCRMC Disaster Planning Committee. The Senior Safety Coordinator is granted authority to take action when conditions exist that pose an immediate threat to life or health or pose a threat of damage to County equipment or structures.

The incumbents in this class are responsible for the overall administration RCRMC's safety program. This may include assistance in complying with directives of the Joint Commission for Accreditation of Hospital Organizations, (JCAHO), Food & Drug Administration (FDA), Center for Disease Control Guidelines (CDC), California Code of Regulations Title 8, California Code of Regulation Title 19, California Code of Regulations Title 22, Office of the State Fire Marshal (OSFM), Moreno Valley Fire Marshal, and other governing agencies. Safety related directives include but are not limited to general safety, education and training, emergency preparedness, management of hazardous materials and wastes, healthcare safety devices and practices. This position may supervise and evaluate the work of Safety Coordinators and/or Office Assistant positions within the Safety Division. Incumbents in this position report to the County Safety Manager.

**This recruitment will remain open until filled.



Riverside County Regional Medical Center

EXAMPLES OF DUTIES

- Plans, organizes, and coordinates the RCRMC Safety Program, including inspection of offices, clinics, buildings, grounds, work sites, equipment, vehicles, and tools for compliance with safety standards, ordinances, laws and practice.
- Monitors the safety program to minimize risk to the public and employees; assures that hazardous materials are properly identified and County employees are trained in proper precautions for their storage and handling.
- Develops safety awareness programs with employee health, administrative, medical nursing and support staff; tracks and analyzes accidents and injuries and gives instruction and advice to supervisors and employees on accident prevention and the elimination of unsafe working conditions.
- Coordinates emergency planning services and educates staff as to their roles in fires, disasters, medical emergencies and other situations; assesses the County's compliance with State and local fire regulations.
- Acts as liaison with Fire Department, CalOSHA, and other regulatory or professional agencies.
- Assists hospital personnel in implementing safety measures required in their work units.
- Reviews safety policies and procedures of each division; conducts safety awareness training programs; prepares reports for management.
- May represent the County in litigation matters and coordinates same with County Counsel and County Risk Management.
- Analyzes, evaluates and communicates patterns and trends of professional and comprehensive general liability claims experience to the RCRMC administrative and medical staff.

TYPICAL QUALIFICATIONS

Knowledge of: Federal, State, ADA, and other regulations relating to safety/ occupational health standards, work site ADA and code accommodations, hazardous materials management, and underground storage tanks; Methods and procedures used in inspecting and correcting unsafe, unhealthful, hazardous, and noncompliant conditions; Legal descriptions, their interpretation and application; research and investigative techniques.

Ability to: Investigate accidents and/or work site violations and prepare reports; Analyze situations accurately and take effective action; Detect unsafe conditions, practices, regulatory violations and implement corrections; Plan, organize, and conduct research for analysis, and make recommendations based on findings; Instruct in the methods and procedures of safety practices, hazardous materials management, and work site compliance; Prepare clear and concise reports; Establish and maintain cooperative relationships with those contacted in course of work.

Experience: Three years experience in industrial, or safety engineering; occupational health and safety inspection; building/construction inspection with code enforcement; or risk management, which required knowledge and application of state and federal laws relating to safety and occupational health or American Disabilities Act standards, and which included identifying, evaluating, and making recommendations for the control of hazards, minimizing safety risks, and adhering to code compliance.

Education: Competitive candidates will possess a Bachelor's Degree and a Certified Healthcare

Safety Professional (CHSP) credential.

APPLICATION PROCESS Read this posting for special application instructions. Unless otherwise stated, candidates must submit resumes at http://www.rc-hr.com/resumebuilder/resume_submit.asp, or select "Apply" located on the online job posting. Postings may close at any time without notice. For other application questions, visit www.rc-hr.com.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

REQUIRED PROBATIONARY PERIOD - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other non-job-related factor.

DISABILITY ACCOMMODATIONS - Americans with Disabilities Act of 1990: All positions are open to men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Disability Access Office at (951) 955-0811.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling (951) 955-8688. The County will attempt to meet reasonable accommodation requests whenever possible.

SUPPLEMENTAL INFORMATION In Riverside County, the future is wide open with affordable housing, excellent higher education, and the hidden gem of the Temecula wine country, there are as many directions for your life as there are stars in our sky.

[RIVERSIDE COUNTY: BEYOND YOUR EXPECTATIONS](#)

To submit your resume, please click on "apply" at the top of this page. Employees of Riverside County may apply by sending their resume via email directly to Michael Simpson.

APPLY ONLINE AT:
<http://www.rc-hr.com>
OR
County Admin. Center P.O. Box 1569, 4080 Lemon St.
Riverside, CA 92502-1569

SENIOR SAFETY COORDINATOR
Michael Simpson
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Issue Date: 04/21/10

SENIOR SAFETY COORDINATOR Supplemental Questionnaire

- * 1. Are you a **Certified Healthcare Safety Professional**? Applicants must possess a CHSP credential in order to be considered for this position.

Yes No

- * 2. Do you possess a Bachelor's Degree?

Yes No