



City of Pompano Beach
Open Competitive
Job # **18-062**

Opening Date: **06/21/18**
Closing Date: **Open Until Filled**



Position

Salary

UTILITIES PROGRAM COORDINATOR

Biweekly: \$1,861.51 - \$2,619.34
Annual: \$48,399.31 - \$68,102.94

Work Days/Hours : Monday – Friday, 8:00 a.m. – 5:00 p.m.; includes other hours as assigned

Job Status : (X) Full time () Part time/temporary

Department/Number: Utilities/Water 3305/Sewer 3505 Pay Plan/Grade: 50/23

Position Summary (Major Job Duties)

This position requires a motivated person to manage and assist with Utilities Programs in compliance with federal, state and local regulations. The primary focus of this position is to manage the Utilities safety and security programs. This position requires facility audits, field inspections, accident/incident investigations, report tracking, writing, document and data review, data validation, grant acquisitions, safety and emergency response plan revisions, staff training, preparing educational literature and presentations, coordination with regulatory agencies, vendors and coordination with Risk Management staff. This is an essential position; incumbent will be required to work extended hours during and after hurricanes or other disasters. Works proactively and provides excellent customer service to internal and external customers. Follows safety procedures and promotes a safe work environment. A strong understanding of ethical behavior is required. Needs to have an intellectual curiosity and a desire to find answers. Performs other related duties as assigned.

Qualifications (Education, work experience, special requirements)

Associate's degree required; Bachelor's degree in Industrial Engineering, Safety Engineering, Chemical Engineering or Science related degree preferred. Five years' experience in safety management and program management is preferred. A strong regulatory background is necessary. Safety certifications from either American Society of Safety Engineers (ASP/CSP) or CHST (Construction Health and Safety Technician) is desired. Possession of a valid Florida driver's license. Computer literate in MS Office with ability to become proficient in use of our safety software. Skilled trainer with excellent written and oral communication skills. Must have extensive knowledge of safety regulations and requirements, OSHA & EPA standards, first responder procedures, industrial safety, inventory systems and program management. High degree of organization and meticulous record keeping ability is required. Experience/knowledge in Utility Operations is desirable. Must be able to move 30-40 pounds and handle extreme, life-threatening emergencies and stress while performing critical functions. Work environment ranges from office to field work. Exposure to chemical and machinery hazards, and adverse outdoor weather conditions.

Candidates are required to apply online. Visit <http://pompanobeachfl.gov> and then click Job Opportunities for instructions.

Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693 <http://pompanobeachfl.gov>

The City of Pompano Beach is an Equal Opportunity Employer
SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION