City of Las Vegas
Career Opportunity

Applications are being accepted for a full-time **Safety Program Coordinator** for the City of Las Vegas Utilities Department.

Entry Level: $12.29

Nature of Job: To provide professional knowledge and expertise in the administration and support of environmental health and safety programs; implementing loss control measures designed to reduce or eliminate risks. Responsible for the department coordination and implementation of environmental health and safety programs to assure compliance with regulatory agency guidelines and institutional policies. To assist the Department Director by communicating schedules trainings, safety information, or assist in the development of JHA's or any other hazard analysis necessary along with performing various other duties as they pertain to Safety. Program Development and Coordination; develops and documents goals, objectives, policies, and procedures - to ensure the effective and efficient operation of assigned program(s); identifies, develops and implements related programs, events or projects; performs professional or technical level duties requiring analytical decision making; coordinates with consultants and contractors; develops and maintains periodic plans & reports for community groups, governing body, etc.; researches and obtains available grant funding. Promotes excellent customer services; incorporates customer service into overall responsibilities; receives, investigates, and resolves complaints; interprets and explains ordinances, policies, procedures, and programs; coordinates the distribution of program information; coordinates with internal customers such as director, managers, supervisors, employees and external customers such as governmental and business officials as well as the general public. Supervises assigned staff; duties may include planning, scheduling, instructing, assigning, and reviewing the work of others; maintaining standards; providing recommendations as appropriate; coordinating activities; interviewing and recommending selection of new employees; training employees; appraising competence and performance of employees; addressing complaints and resolving problems. Works within approved budget; develops and implements cost saving measures; conserves organizational resources; assists in the preparation of the annual budget related to assigned program.
(A detailed job description is available at the Human Resource Office.)

Qualifications: Prefer A.S. degree in Safety or related area. Must possess a valid New Mexico Operators license and be insurable by the City's insurance carrier. Must obtain Qualified Person certificate in all applicable safety areas. Must attend OSHA 30 course.

Posted: General Public: September 9, 2015 thru September 16, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager