

SOUTH CENTRAL SOLID WASTE AUTHORITY
invites applications for the position of:
Regulatory Compliance Specialist
An Equal Opportunity Employer
Regular Full-Time

SALARY RANGE: \$47,534.24 - \$75,587.20 Annually

OPENING DATE: Thursday, June 24, 2021

CLOSING DATE: Continuous

NATURE OF WORK

Identifies and analyzes workplace hazards and applies safety compliance methods and techniques to develop hazard controls and safety training programs; investigates incidents and accidents as assigned.

DUTIES AND RESPONSIBILITIES:

- Assures a safe and healthy environment for employees, guests and citizens by evaluating SCSWA operations and providing appropriate safety and security programs; coordinates and administers the Safety & Occupational Health programs, including risk identification, accident prevention, hazard control, training, job safety analysis, inspections and investigations; develops and implements SCSWA Safety Manual; develops and implements safety training for employees to meet Federal and state guidelines; develops and recommends safety policies and procedures.
- Performs inspections and evaluations to identify and analyze workplace hazards that can result in harm to people, property, and the environment; applies safety compliance methods and techniques to develop hazard controls.
- Investigates and photographs accidents and incidents, facilitates follow-up procedures, reports irregularities, and completes reports; investigates, tracks, and categorizes accidents and claims; reviews and reports accidents and incident trends for revised training programs; minimizes the risk of occupational injuries to employees and visitors; evaluates the effectiveness of existing safety programs and activities.
- Performs ergonomic assessments of workplace, reviews employee work processes, and recommends changes to reduce workplace discomfort; assures compliance with SCSWA Safety Committee policies, and New Mexico Occupational Health and Safety Bureau (OHSB) and Federal Occupational Safety & Health Administration (OSHA) rules, regulations, and procedures.
- Works with SCSWA departments and others to reduce the frequency and severity of accidental losses and achieve a workplace environment committed to safety and loss prevention; participates on various technical and advisory teams, providing advice and information on regulatory compliance and safety issues.
- Administers training according to state and Federal regulations and SCSWA policies; provides leadership, direction and guidance in safety evaluation processes and safety program procedures; trains staff and managers on hazard recognition skills and job safety protocols; manages special projects as required; compiles and analyzes data; prepares and processes special and recurring reports and administrative records, including training records.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Industrial Relations, Business or Public Administration AND four (4) years of experience in safety programs and risk analysis, preferably in a government agency. A combination of education, experience, and training may be applied in accordance with South Central Solid Waste Authority policy.

Licenses/Certification(s)

Valid Class D driver’s license is required; Safety Professional Certification is desirable. Position requires an acceptable driving record in accordance with SCSWA policy.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: SCSWA Safety Committee policies, New Mexico OHSB and Federal OSHA rules, regulations and procedures; principles, practices and techniques of risk management, safety control and accident prevention; occupational and environmental safety and health hazards, and safety practices; claims processing rules and regulations; principles of record keeping, case files and records management; business and personal computers, and spreadsheet software applications; SCSWA organization, operations, policies and procedures.

Ability to: Assess and prioritize multiple tasks, projects and demands; communicate clearly and concisely, orally and in writing; coordinate multiple assignments and meet critical deadlines; take initiative and exercise sound independent judgment within areas of responsibility; establishing and maintaining effective working relations with co-workers and representatives from businesses, organizations, and government agencies.

Skills in: Analyzing safety issues, evaluating alternatives, and making decisions based on findings; researching, analyzing, and interpreting laws, regulations, and technical procedures; developing and delivering training programs on safety issues for all levels of personnel; motivating employees to maintain a safe work environment; using safety analysis tools and equipment; maintaining complete and accurate records and case files; assessing and prioritizing multiple tasks, projects and demands; interpreting technical instructions and analyzing complex variables; using initiative and independent judgment within established procedural guidelines; effective oral and written communication; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

Environmental Factors

Work is performed in a standard office environment, other SCSWA facilities and outdoor locations; may be exposed to hazardous conditions.

Physical Factors

Light physical demands. Frequent use of a personal computer.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. **Safety sensitive position subject to drug and alcohol testing according to SCSWA policy.**

*** SUPPLEMENTAL QUESTIONNAIRE***

Required Questions

1. I understand and accept that the position I am applying for is with the South Central Solid Waste Authority (SCSWA) and not the City of Las Cruces. If hired, I will be a SCSWA employee and not a City of Las Cruces employee.
 Yes No

2. Are you a current South Central Solid Waste Authority employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)
 Yes No
3. Do you have the required bachelor's degree in Industrial Relations, Business or Public Administration or related field? A combination of education, experience, and training may be applied in accordance with South Central Solid Waste Authority policy. (If you fail to include this information under the education section of the application, you may be disqualified from the selection process.)
 Yes No
4. I understand and accept that if my response if "Yes" to the question above, I agree to provide proof of the required degree and/or transcript (official or unofficial) if recommended for the position.
5. Do you have four (4) years of experience in safety programs and risk analysis, preferably in a government agency? (If you fail to include relevant information in the work experience section of the application, you may be disqualified from the selection process.)
 Yes No
6. Do you have a valid driver's license?
 Yes No
7. If you answered "Yes" to the previous question above, please indicate the type of license, license number, expiration date, any restrictions or endorsements, and the state that issued the license. If none, type N/A.
8. Are you related by blood, adoption, domestic partnership, or marriage to any current employee of the South Central Solid Waste Authority?
 Yes No
9. List all relatives by blood, adoption, domestic partnership, or marriage working for South Central Solid Waste Authority and where they work. If none, please indicate "N/A" in the space provided.

An application may be obtained online at <https://scswa.net/jobs/>. A resume may not be substituted or accepted in place of the application.

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact SCSWA at 575-528-3584.