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City of Alameda  
Code No. 7709  
Approved by C.S.B.  
10/2/2024 01/15/2014

**COMPLIANCE & Safety SAFETY SUPERINTENDENT - AMP**

**DEFINITION**

Under general direction, manages, coordinates, plans, organizes, and assures compliance with all federal, state and local laws, regulations, permits, and serves as subject matter expert in matters concerning environmental, health, safety for Alameda Municipal Power (AMP) City of Alameda within the electric utility department. Performs other related work as required.

**EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. es to perform these essential functions.

**Essential Duties**

1. Develops and manages all environmental, health, safety, and physical security programs such as but not limited to AMP's Physical Safety Plan, Share 911, AMP's Storm Water Pollution Prevention Plan (SWPPP), Injury & Illness Prevention Program (IIPP) etc., and issues and related documents and materials to ensure the protection of employees from industrial accidents, occupational and environmental health hazards; all facility environmental programs including hazardous and non-hazardous wastes, and all ongoing facility compliance with applicable regulations, standards, policies, etc. governed by OSHA, Cal-OSHA, US EPA, US DOT, CHP, and any other related federal, state, and local regulatory agencies; and when necessary direct corrective action including stopping an operation.
2. Monitors safety and compliance program; and reports provides reports and program status to the Assistant General Manager – Engineering and Operations and the General Manager.
3. Develops, maintains and documents FERC, NERC, WECC compliance regulatory compliance programs, e.g., Federal Energy Regulatory Commission (FERC), North American Electric Reliability (NERC), Western Electricity Coordinating Council (WECC), Code of Federal Regulations, NFPA 70E, ANSI Standards, SAR Title III, G.O. 95, 128, and 165, IIPP, California Environmental Reporting System (CERS), Department of Toxic Substance Control (DTSC), Pesticide and Herbicide reporting, Hazardous Materials Business Plan (HMBP), etc.; to ensure on-going compliance with all applicable regulations and standards.
- 3-4. Develops, maintains, and documents department AMP's Emergency Management Plan.
- 4-5. Schedules and oversees relevant contractors or consulting regulatory assistance; assists in compliance inspection and audits.
- 5-6. Develops, coordinates, provides, and integrates all reliability-compliance, health, environmental, and safety training for both subject matter experts and general awareness AMP employees and supervisors.
- 6-7. Monitors, reports on, manages and supports cyber security compliance and takes pro-active action to address cyber security issues.
7. Develops, coordinates, and provides effective training relating to health, safety, environmental and security.
8. Uses continuous improvement tools like benchmarking and re-engineering to create improved value for AMP the city and its customers and customers and establishes key performance measures that meet the organization's needs.
9. Provides advocacy and a supportive culture for the resources and needs of employees; works towards maintaining the safety culture at AMP.
10. Collaboratively with AMP staff, D develops and implements incident investigation and reporting program, leads investigation of accidents and injuries, prepares all recordable accident and investigation reports, ensures that the root cause is determined and that appropriate preventive actions are recommended and implemented. Ensures the City's Risk Manager and Human Resources receive all required documentation including OSHA 5020 and DWC-1.
11. Maintains the Material Safety Data Sheets (SDS) of toxic and hazardous materials used in normal course of business; makes appropriate distribution of SDS information.
12. Reviews and revises safety, health, security, and environmental material for content, comprehension level and

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clarity.

13.12. Maintains current information on applicable laws, regulations and permits by maintaining liaison with federal, state, and local regulatory agencies.

14.13. Provides necessary budgeting (operating and capital), communication, contracting, human resources, agency relations with federal, state, and local regulatory agencies, performance standards, records management, necessary resources to achieve outcomes and expectations.

15.14. Cooperates in the preparation of material and evidence for the organization's use in hearings, lawsuits, insurance, etc. investigations and investigations.

16.15. Ensures maintenance of applicable professional certifications required for employees; and

16. Assists in the mentoring, evaluation, and discipline of staff.

#### Other Duties

17. 17. Performs related work as required.

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#### WORKING CONDITIONS

- Indoor office or station environment, and outdoor environment while performing fieldwork. Outdoor work may be performed in close proximity to electrical high voltage line and equipment, open trenches and heights associated with construction.
- Occasional exposure to wet or humid conditions: extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software. Can be loud noises due to hazards, and/or in an emergency or field situation.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

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#### PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Reach with hands and arms: climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Fieldwork may involve mobility on uneven terrain, and climbing, scaling, or descending trenches, obstacles, and/or structures to identify problems or hazards. May occasionally operate construction and/or electrical equipment when performing duties such as investigations, trainings, safety related barricades, manhole rescue, etc.
- Hearing and speaking to exchange information and communicate in person and by telephone.

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#### EMPLOYMENT STANDARDS

##### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with a Bachelor's degree in occupational health, industrial hygiene, or closely related field.

Experience: Five years of progressively responsible management experience in regulatory compliance in the electric operation and maintenance of underground, overhead lines, and substations, including at least two years of supervisory experience.

##### Knowledge

Knowledge of principles of leadership and management of organizations; electrical theory and electric utility operations and equipment; working collaboratively with internal and external customers and regulatory agencies; applicable federal laws, codes and regulations, and accepted safety practices related to electrical and/or telecommunications work, e.g.; State of California General Orders 95, 128, and 165; Toxic Substance Control Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response Compensation Liability Act (Superfund), Clean Water Act, Clean Air Act, National Environmental Policy Act, Occupational Safety and Health Act, Proposition 65, Right-to-Know Rules, NFPA 70E, California Workers Compensation Laws, and California Administrative Code title 22, Health and Safety Code, and California Code of Regulations Title 8; Electrical Safety Orders, and safe work practices and procedures; principles and practices of budgeting

(operating and capital). Working knowledge of materials, equipment, tools and methods used in electrical construction, installation and maintenance.

#### Ability

Ability to plan, administer and evaluate work programs and schedules; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply established procedural and safety requirements; interpret and apply relevant and complex local, state, and federal laws and regulations; interpret and apply established City policies, procedures and codes; prepare, analyze and forecast complex sets of data and prepare necessary, general and technical, memorandums, reports, and charts as assigned; effectively plan, direct staff and implement compliance activities; track project budgets; write reports; establish and maintain records; interpret computerized information; communicate effectively; establish and maintain effective working relationships with employees, contractors and the general public; and assist in the training, evaluation, and discipline of personnel.

#### Special Requirements

As a critical member of the Emergency Management Organization, respond to after-hours emergency management responsibilities and calls as required, including technical advisor on-call duties.

#### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Safety certifications and/or designations such as Associate Safety Professional (ASP), Certified Safety Professional (CSP), Construction Health and Safety Technician (CHST) through the Board of Certified Safety Professionals, or Certified Utility Safety Specialist (CUSP) through the Utility Safety & Ops Leadership Network (USOLN) are desirable.

~~Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~