



# CHEROKEE METROPOLITAN DISTRICT

## Internal & External Job Posting

**Job Title:** Safety Coordinator

**Posting No.:** 2025-08

**Hiring Range:** \$62,400-\$83,200/AN D.O.Q.

**Open Date:** JUNE 20, 2025

**Close Date:** UNTIL FILLED

**FULL TIME**

---

### **Job Description:**

The Safety Coordinator is accountable to the Cross-Connection and is responsible for a wide range of duties. These duties encompass overseeing the Safety program, which includes managing safety measures for various areas such as Office, Wastewater, Water, Collection, Distribution, Parks, Golf Course, and external contractor safety. This role reports directly to the Cross-Connection Supervisor, while ensuring that safety needs from the Division Leaders are promptly addressed and that regular reports and updates are provided as necessary.

### **Language and Computer Skills**

The applicant must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and have the ability to write routine reports and correspondence. This applicant must have the ability to speak effectively before groups, customers, clients, vendors or employees of the organization. Must have computer experience necessary to independently create, write and interpret spreadsheets and documents within programs including proficiency in Windows, Excel, and Microsoft Word programs.

### **Essential Functions**

As the Safety Coordinator for the District, you will play a pivotal role in ensuring the safety and well-being of our organization and its employees. Your responsibilities encompass various facets of our safety program, including training, compliance, emergency response, reporting, and incident management.

The Safety Coordinator duties will include but are not limited to the following:

- Provide valuable safety information and support to employees.
- Provide safety support and information to contractors.
- Provide safety orientation classes for new employees.
- Preparing annual safety Budget and tracking costs spent on safety items.
- Procure and maintain Safety Data Sheets.
- Maintain first aid stations, including AEDs and oxygen, at all District facilities.
- Perform annual facility inspections such as parks playground structures, water and wastewater facilities, golf course facilities and office.
- Performing safety inspections on active construction sites to include but not limited to water leaks, sewer backups, and heavy civil construction.
- Identify training needs and conduct safety training sessions.
- Maintain safety training records.
- Maintain Post and Pre- trip CDL inspection records.
- Conduct annual inspections of safety equipment, e.g. atmosphere monitors, fall protection systems, etc.



# CHEROKEE METROPOLITAN DISTRICT

## Internal & External Job Posting

- Collaborate closely with Division leaders to achieve safety goals.
- Perform an annual review of the Safety Manual.
- Assist in selecting appropriate personal protective equipment.
- Conduct inspections of working conditions to ensure safety compliance.
- Facilitate Quarterly Safety Committee meetings.
- Prepare and review accident and incident reports, taking necessary follow-up actions.
- Perform post-accident/incident drug testing.
- Assist in filing insurance claims and communications with insurance company representatives.
- Maintain driver qualification files and drug testing documentation.
- Contribute significantly to the development and refinement of the District's Emergency Response Plan.
- Represent the District in interactions with the community and external organizations regarding safety and emergency preparedness.
- Stay up to date on industry standards and state/federal health and safety regulations.
- Implement the latest best practices and ensure compliance with relevant guidelines.
- Manage safety-related software and tools. .
- Participate in decision-making related to emergent weather or environmental safety conditions which may affect operations.
- Participate in new construction meetings and review safety elements, e.g. eye wash stations, fall protection systems, etc.

### **Knowledge, Skills and Abilities**

- Strong attention to detail.
- Technical writing skills, and the ability to read, interpret, and present data in a concise and coherent manner.
- Excellent interpersonal skills & communication (written & oral).
- Strong leadership skills
- Working knowledge of Microsoft Office including Word, Excel, and Outlook.
- Conflict resolution and problem-solving techniques.

### **Education and/or Experience and Qualifications (Required)**

- Industrial site safety experience
- Water/Wastewater experience preferred
- Minimum 5-years direct or related experience
- High School Diploma or equivalent
- Valid Driver's License with an acceptable Motor Vehicle Record
- Proof of U.S. Citizenship

### **Attractive Benefits Package**

- 100% Employee medical, dental and vision coverage (choice of plans)
- 75% Spouse and Dependent medical, dental and vision coverage (choice of plans)



# CHEROKEE METROPOLITAN DISTRICT

## Internal & External Job Posting

- 457 deferred compensation retirement plan with 8% company contribution, no employee match required
- Life insurance
- 30-day vesting
- 13 paid holidays (On-call duties may require work during holidays, with pay)
- Paid vacation and sick leave
- Safety gear, including work boot allowance
- Company vehicle for duty requirements
- Free golf privileges for employee and immediate family members at Cherokee Ridge Golf Course
- Cherokee promotes career development and provides opportunities to grow professionally through development of technical knowledge and skills delivering challenging projects.

### **Additional Information**

FLSA Status: Exempt

Supervisory Classification: No

Probationary Period: 90 days

This job description is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change. It is not intended to limit management's rights to assign, direct and control the work of employees under their supervision.

Work may often call for lifting, pulling, or pushing of items weighing 50 pounds or more. The operator may be subjected to working near mechanical parts and in all outdoor weather conditions. The operator may be exposed to fumes and toxic chemicals.

To ensure the safety of the public and reduce the risk for loss, background screenings and pre-employment drug testing are completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check and ongoing, random drug screening.

Interested applicants must submit an **application, resume and letter of interest** to Human Resources, **no later than 5:00pm on the close date**. Applications are available online at [www.cherokeemetro.org](http://www.cherokeemetro.org) or by contacting Human Resources Administrator, Connie Hughes ([chughes@cherokeemetro.org](mailto:chughes@cherokeemetro.org)). Applications are also available at the District's office located at 6250 Palmer Park Blvd. Résumés will not be accepted in lieu of an application and applications submitted via job search websites do not satisfy the requirement to complete the application found at [www.cherokeemetro.org](http://www.cherokeemetro.org).

**The Cherokee Metropolitan District is an Equal Opportunity Employer**