

Augusta Water Job Description

JOB TITLE: Safety Manager
DEPARTMENT: Administration
REPORTS TO: Director of HR
FLSA STATUS: Exempt
CATEGORY: Essential
REVISION DATE: April 2026

SUMMARY OF RESPONSIBILITIES

Manages, develops, implements and enforces Augusta Water's comprehensive Safety Program in compliance with all applicable local, state, and federal regulations, including Virginia Occupational Safety and Health Program (VOSH) and OSHA standard. Responsible for promoting and maintaining a safe and healthy work environment and reducing workplace incidents and injuries.

Has the authority to stop work when unsafe conditions exist and to require remedial actions to ensure compliance with safety policies and procedures.

ESSENTIAL JOB FUNCTIONS

The essential functions listed below are fundamental to the position. Employees must be able to perform these functions with or without reasonable accommodation.

- Develops, implements, and continually revises safety policies and procedures within the Safety Manual and Personnel Policy Manual
- Ensures all Safety Manuals are current and updated at each Augusta Water location
- Develops and maintains Job Hazard Analyses (JHAs) identifying key job steps, hazards, and required safety controls
- Develops and implements safety, security, and risk control measures
 - Monitors effectiveness and ensures corrective actions are completed
- Performs routine and unannounced safety audits of field operations, facilities, equipment, and infrastructure to identify hazards and ensure regulatory compliance
- Leads or assists in the investigation of accidents, near-miss incidents, and occupational injuries to determine root causes and implement corrective and preventive measures
- Develops, coordinates, and delivers safety training programs
 - Collaborates with Human Resources as needed
- Serves as the primary point of contact for safety-related inspections and accompanies state and federal inspectors during compliance reviews
- Leads, organizes and facilitates Augusta Water's Safety Committee

- Ensures all emergency and safety equipment is inspected, maintained, and compliant with applicable standards
- Provides technical expertise, guidance, and coaching to supervisors and employees to ensure consistent application of safety policies and safe work practices
- Conducts and maintains PPE hazard assessments for all job classifications and locations
- Monitors regulatory changes and industry best practices
 - Updates policies and procedures to maintain compliance
- Attends seminars and classes for safety, health and environmental related topics to assure compliance of new regulations and laws pertaining to Augusta Water
- Tracks, compiles, and analyzes safety data to identify trends and drive continuous improvement initiatives
- Maintains required safety records and ensures compliance with applicable recordkeeping requirements (e.g., OSHA/VOSH logs)
- Coordinates required inspections by third-party agencies and maintains documentation in accordance with regulatory requirements
- Conducts inspections of AEDs, eyewash stations, fire extinguishers, and first aid supplies
 - Ensures readiness and compliance
- Ensures safety signage and hazard communication materials meets OSHA and ANSI standards in all locations
- Audits and updates “Right to Know” stations during facility visits to ensure compliance
- Updates and communicates Augusta Water emergency contact list
- Develops, maintains, and communicates Augusta Water’s Emergency Action Plan for all departments
- Prepares and presents regular site inspection reports, safety training updates, and safety performance reports, including incident metrics and corrective action status, to leadership
- Manages and oversees Augusta Water’s in-house Commercial Driver’s License (CDL) training program, ensuring compliance with all applicable federal and state regulations
- Serves as the primary CDL trainer
 - Conducts and coordinates Entry-Level Driver Training (ELDT) and behind-the-wheel instruction for employees seeking CDL licensure
- Evaluates trainee performance and determines readiness for CDL testing
 - Coordinates and schedules CDL skills testing with appropriate agencies.
- Ensures all CDL training materials, curriculum, and documentation meet applicable regulatory requirements and are consistently maintained
- Maintains accurate and complete CDL training records, driver qualification files, and related compliance documentation in accordance with applicable regulations
- Monitors CDL driver compliance, including medical certifications, license status, and required qualifications
 - Ensures timely renewals and corrective actions as needed

ADDITIONAL FUNCTIONS

Employees in this position are subject to and responsible for ensuring compliance with applicable safety regulations, including but not limited to OSHA/VOSH, ANSI, and Department of Transportation (DOT) requirements.

Work involves exposure to a variety of hazards typically associated with water and wastewater operations, field work, and construction-type environments, including but not limited to:

- Confined space entry and permit-required confined spaces
- Exposure to hazardous chemicals and materials (e.g., chlorine, wastewater byproducts)
- Operation of and proximity to heavy equipment and machinery
- Trenching and excavation hazards
- Electrical hazards, including lockout/tagout procedures
- Slips, trips, and falls in wet, uneven, or elevated work areas
- Traffic hazards associated with roadway and right-of-way work
- Exposure to extreme weather conditions and outdoor environments
- Biological hazards associated with wastewater and environmental exposure
- Use of personal protective equipment (PPE), including respiratory protection

This position is responsible for identifying, evaluating, and mitigating these hazards and ensuring employees are properly trained and equipped to perform work safely.

QUALIFICATIONS

- Minimum of five (5) years of experience in the development, implementation, or oversight of occupational health and safety programs or supervisory experience in a construction, water, wastewater, utility, solid waste, industrial, or similar high-risk work environment with direct responsibility for employee safety and compliance
- OSHA 30-Hour General Industry certification required, or the ability to obtain within six (6) months of hire
- Bachelor's degree in Occupational Safety and Health preferred or related field is preferred
- Possession of a valid Class A Commercial Driver's License (CDL) or the ability to obtain within six (6) months of hire
- Valid Driver's license required

KNOWLEDGE AND SKILLS

- Working knowledge of applicable safety regulations and standards, including OSHA/VOSH and ANSI
- Knowledge of applicable Department of Transportation (DOT) regulations related to commercial driver qualification, training, and compliance
- Ability to work independently and exercise sound judgment with minimal supervision

- Strong communication skills with the ability to effectively interact with employees, contractors, vendors, regulatory agencies, and the public
- Proficiency in standard office software and safety-related systems
- Ability to handle sensitive and confidential information appropriately

PHYSICAL DEMANDS

- Manual dexterity sufficient to operate equipment
- Visual acuity for detailed work
- Frequent:
 - sitting, standing, walking, driving
 - reaching, climbing, bending, balancing
 - stooping, kneeling, crawling
 - use of standard office equipment
- Occasional:
 - Lifting and carrying up to 50 pounds

WORK ENVIRONMENT

- Work is performed in both office and field environments.
- Frequent exposure to:
 - moving mechanical parts
 - wet and/or humid conditions
 - outside weather conditions
 - high, precarious places
 - fumes or airborne particles
 - toxic or caustic chemicals
- Occasionally exposed to:
 - moderate noise level
 - bright or flashing lights.
- Occasional emergency call-in requirements
- Occasional overtime

EMPLOYMENT CONDITIONS

- Pre-employment drug test
- Pre-employment criminal background check
- Pre-employment driving record review
- Annual driving record review
- Subject to random drug and/or alcohol testing

SAFETY REGULATIONS AND HAZARDS

Must comply with all Augusta Water safety policies and procedures, including proper use of required personal protective equipment (PPE). Employees are accountable for maintaining a safe work environment.

DISCLAIMER

This job description does not list all the responsibilities, duties, skills, requirements, efforts, or working conditions associated with the job. Employees will be evaluated in part based upon performance of the tasks listed in this job description.

Management reserves the right to revise this job description at any time. This job description is not a contract for employment, and either party may terminate employment at any time, with or without cause.

EQUAL EMPLOYMENT OPPORTUNITY

Augusta Water is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

ACKNOWLEDGMENT:

I acknowledge that I have received and reviewed this job description.

Employee or Applicant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____