



City of Pompano Beach  
 Open Competitive  
 Job # **07-088**

Opening Date: **09/07/07**  
 Closing Date: **Open Until Filled**



**Position**

**Salary**

UTILITIES PROGRAM COORDINATOR

Biweekly: \$1,629.41 - \$2,292.75  
 Annual: \$42,364.61 - \$59,611.55

Work Days/Hours : Monday – Friday, 8:00 a.m. – 5:00 p.m.; includes other hours as assigned

Job Status : ( X ) Full time ( ) Part time/temporary

Department/Number: Utilities/Water 3305/Sewer 3505

Pay Plan/Grade: 50/23

Position Summary *(Major Job Duties)*

Manages or assists with several Utilities Programs in compliance with federal, state and local regulations. Manages the Utilities safety program. Assists with the compliance reporting program and the grants program. Programs require facilities audits, field inspections, accident/incident investigations, report tracking, writing, document and data review, data validation, grant acquisitions, safety and emergency response plan revisions, staff training, overseeing webpage revisions, preparing educational literature and presentations, coordination with regulatory agencies, and coordination with Risk Management staff. In the event of an emergency, mobilizes responders and activates and implements emergency response, reporting directly to the Utilities Director/Incident Commander. Performs other job duties as assigned and may oversee additional utilities programs as needed.

Qualifications *(Education, work experience, special requirements)*

Associate's degree required; Bachelor's degree in Industrial Engineering, Safety Engineering, Chemical Engineering or closely related scientific field preferred. Five years experience in safety management and program management is preferred. A strong regulatory background is necessary. Safety certifications from either American Society of Safety Engineers (CSP) or National Safety Council (CUSA) preferred. Computer literate in MS Office with ability to become proficient in use of H.T.E. system. Excellent written and oral communication skills. Ability to work effectively with internal and external customers. Must have extensive knowledge of safety regulations and requirements, OSHA standards, first responder procedures, industrial safety, inventory systems and program management. Experience with OSHA/EPA compliance programs. High degree of organization and meticulous record keeping ability is required. Experience/knowledge in Utility Operations is desirable. Must be able to move 30-40 pounds and handle extreme, life-threatening emergencies and stress while performing critical functions. Work environment ranges from office to field work. Exposure to chemical and machinery hazards, and adverse outdoor weather conditions. Some job duties require personal protective equipment therefore; applicant must be able to pass a pulmonary function medical test.

Apply to the Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060  
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693

The City of Pompano Beach is an Equal Opportunity Employer

SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION

[www.mypompanobeach.org](http://www.mypompanobeach.org)