



**Job Title:** Safety & Training Coordinator  
**Department:** Facilities Administration - 165  
**Reports To:** Facility Compliance and Safety Supervisor  
**Class Code:** 9066  
**Pay Class:** H18  
**Pay Range:** \$19.15 - \$25.95 per hour  
**Prepared Date:** 04/2019  
**FLSA Status:** Non-exempt

### **SUMMARY**

The Safety & Training Coordinator is responsible for engaging a culture of safety throughout the organization by acting as the lead trainer and educator to influence leaders to prioritize safety as part of the normal course of business. Perform the duties of lead developer for traditional and new safety policies and programs to promote safety for employees in compliance with all Federal and State OSHA rules and regulations and association policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Helps to lead, motivate and foster a safety-conscious culture in the workplace to reduce incidents and injuries
2. Work closely with operations personnel and influence employee/member/guest safety in a highly visible manner.
3. Establish a strong presence in operations and work closely with various levels of management
4. Development and implementation of company safety policies and programs to prevent unsafe work practices.
5. Continuous development of new competencies and procedures to support sound safety training programs.
6. Provide technical support to management and employees on all subject matter related to safety.
7. Conduct weekly audits related to safety and health on-mountain and/or property to protect the safety of self, co-workers, and Tahoe Donner Association members and guests.
8. Assist with Workers Compensation claim communication and reporting between employee and W/C provider
9. Develop, prepare, and present safety information for seasonal operations employee orientations
10. Provide Risk Department coverage on weekends and holidays.
11. Act as health and safety lead when Assistant Director of Facilities and Risk Management is not available
12. Other duties as assigned
13. Audit incident investigations in the field for members, guests, and employees.
14. Follow all company and department policies and procedures.
15. Drive in accordance with the law and Tahoe Donner Association policies.

### **RESPONSIBILITIES TO FACILITES OPERATIONS**

Carrier and administrative support services include:

1. Daily pick up deposits
2. Daily pickup and delivery of all interoffice mail
3. Daily change requests/tips payouts
4. Accompanying Accounting staff for ATM replenishments as needed

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have strong organizational and communication skills, and a keen ability to develop and implement processes

### **EDUCATION and/or EXPERIENCE**

1. Education: Associate degree (A. A.) or equivalent from two-year college or technical school and two years related experience and/or training in human resources or administration; or equivalent combination of education and experience.
2. Work Experience: 3 years' experience in risk management preferred and 1-3 years in resort management
3. Computer Skills: Intermediate
4. Other Requirements: Good knowledge of OSHA, Skier Safety Act and other applicable regulations
5. Preferred Skills: Effective training and presentation skills. Effective training program development. excellent communication skills; strong teamwork
6. Minimum of 3 to 5 years of relevant business experience

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

**LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 26 to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, and outside weather conditions. The noise level in the work place is usually moderate.