

# PORT FREEPORT, TEXAS



**Title: Safety Coordinator**

**Class Code: SS**

**Pay Grade: 122**

This Class Description does not constitute an employment agreement between the Port and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the Port as the needs of the Port and requirements of the position change.

## **General Description**

The purpose of this job/class within the organization is to coordinate and ensure appropriate safe operations of the Port.

This job/class works under general supervision, independently developing work methods and sequences.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

## **Essential Functions:**

- Coordinates safety between the Port and tenants in order to promote a specific port-wide culture; advises tenants on proper safety procedures and serves as a resource for safety knowledge to the tenants.
- Reviews safety plans and procedures to ensure compliance with local, state and federal regulations.
- Checks fire extinguishers and conducts safety inspections of Port property.
- Sets advises on safety matters for our employees; conducts safety meetings, training and new hire safety and security training.
- Serves as primary point of contact for all regulatory agencies concerned with the Port's safety programs. Interprets laws and regulations as needed. Prepares or supervises the preparation of safety documentation required to support decisions involving these programs.
- Inspects ships for safety issues; attends shipside safety meetings.



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- Coordinates methods to identify hazardous cargo which is transported in the commercial waterways of Port Freeport's District.
- Coordinates facility inspections and maintenance activities, such as but not limited to elevator and generator inspections.
- Maintains and distributes personal protection equipment and testing/monitoring equipment as needed.
- Investigates and reports incidents and assists tenants conducting incident investigations.
- Confers with local emergency manager to keep the port up to date and ready for emergencies.

## **Additional Duties:**

Performs related work as assigned.

## **Responsibilities, Requirements and Impacts**

### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

### **People Responsibility:**

*People includes co-workers, workers in other areas or agencies and the general public.*

Supervises or leads others by determining safe work procedure, maintaining harmonious relations and promoting efficiency. Instructs/trains others through explanation, demonstration and supervised practice or makes recommendations based on technical expertise.



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## **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of assigned areas of responsibilities; handling supplies of high value consistent with the operation of a small division or department.

## **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

## **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other departments, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

## **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.



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## **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

## **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

Property Damage & loss of life – **Serious**

Data loss – **Moderate**

Exposure to legal liability – Serious

Brand loss - Minor

Economic loss – Moderate

## **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light to medium work that involves walking, standing, climbing stairs or ladders virtually all the time and also considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. Performs task that requires the carrying of equipment and supplies up to 50-lbs.

## **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.



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## **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to vibration; fumes and/or noxious odors  
Extreme heat and/or cold; Wet or humid conditions;  
Extreme noise levels, Animals/wildlife;  
Traffic; Moving machinery;  
Heights; Confined/restricted spaces.

## **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility and authority for the development of practices and procedures regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **Minimum Education and Experience Requirements:**

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The Port reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in safety or OSHA regulation or closely related field.

Requires two years' experience in safety coordination closely related experience.

## **Special Certifications and Licenses:**

Valid TX State driver's license.  
Valid TWIC certification.  
NIMS 100, 200, 700, and 800  
OSHA 10 or equivalent  
OSHA 30 (desirable)  
First Aid/CPR/AED (American Heart Certifications preferred)



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## **Americans with Disabilities Act Compliance**

Port Freeport is an Equal Opportunity Employer. The ADA requires the Port to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Emergency Management Responsibilities**

During emergency conditions, all Port employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

## **Organization-wide Employee Responsibilities**

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

