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**Virgin Islands Waste Management Authority**  
**Job Vacancy Announcement**  
**Environmental Health and Safety Officer**  
**St. Croix**  
**St. Thomas**

**EXEMPT**

**SALARY: Commensurate with Experience**

**DEADLINE: May 28, 2021**

**Environmental Health and Safety Officer** – Responsible for planning, coordinating and implementing a comprehensive occupational health and safety program for the Authority, including managing the Authority's Worker's Compensation program.

**DUTIES AND RESPONSIBILITIES:**

*Include the following with other duties as assigned.*

- Develops, coordinates and supervise the implementation and maintenance of comprehensive health and safety program, designed to prevent death, injuries, occupational illness and other damages.
- Drafts and recommends Authority's safety and health directives; and maintain safety related manuals, policies and procedures, including the preparation and distribution of appropriately updated material.
- Determine the applicability of administrative and regulatory requirements and other health and safety laws and implements applicable regulations and standards.
- Maintains current knowledge of legislation, regulations and practices in environmental health and safety and advises management regarding related impacts on the Authority's operations.
- Represents the Authority in inspections and hearing conducted by the Occupational Safety Health Administration (OSHA) and other regulatory agencies.
- Establishes and implements safety training programs and objectives
- Conducts and provides environmental health and safety staff training
- Plans and schedules training in environmental health and safety.
- Maintain records and a database of employee trainings, medical examinations, injuries, licenses and certifications.
- Conducts post-accident and environmental spill investigations.
- Develops and chairs an Accident Review Committee
- Makes recommendations for changes in the equipment and or processes to present and correct unsafe conditions.
- Assess incident statistics to determine requirements for new or modified trainings for staff

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- Conducts and supervises VIWMA facility and work site inspections, job hazards analyses and other evaluations to identify hazards and potential risks.
- Makes recommendations to managers as required and implements appropriate corrective actions.
- Conducts audits of corrective actions to ensure compliance with regulations and corrective action directives.
- Prepares abatement action plans and reports.
- Provides consultation and expertise and exercises function authority over the Authority's staff in essential matters of environmental health and safety.
- Acts as a liaison between the division of Human Resources and Operations to handle all Worker's Compensation and Return-to-Work programs.
- Reviews capital projects for environmental safety impacts and advises project team leaders as appropriate.
- Review safety plans for all contractors performing work on behalf of the Authority.
- Ensures that all internal and external environmental health and safety reporting requirements are met
- Performs related environmental health and safety duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university in Occupational Health and Safety, Safety Management, Environmental Sciences, Industrial Engineering, or a related field.
- At least four (4) years of professional-level experience in safety and health field, to include administering a comprehensive safety program.
- Valid Virgin Islands Driver License is required.

*Virgin Islands Waste Management Authority is an Equal Opportunity Employer*

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