

job opportunities



121 NW Everett Portland OR 97209
Box 3529 Portland OR 97208

October 28, 2009

SAFETY PROGRAM ADMINISTRATOR Risk Management Department

Grade: 78 (Exempt)
Starting Salary: \$58,146 – \$74,112
Full Salary Range: \$58,146 – \$90,077
Location: Port of Portland, 121 NW Everett Street, Portland
Hours: Generally, 8 a.m. to 5 p.m., Monday - Friday

POSITION OBJECTIVES:

- § Provide professional and technical safety services to all Port operating areas and divisions including Aviation, Marine, Navigation, Construction, Engineering and Corporate.
- § Assist in the on-going development and continuous improvement of a sustainable Safety Management System for the Port (OR-OSHA's SHARP Certification).
- § Assure compliance with Oregon and federal occupational safety and health regulations for the benefit of Port employees.
- § Maintain a safety culture that empowers all employees to take responsibility for and be accountable for their workplace safety.
- § The Safety Program Administrator will lead complex safety-related projects; act as a technical resource on safety and health programs and issues related to all Port Operating Areas. Port Aviation activities will include contractor and tenant operations at Portland International Airport (PDX), and at the three General Aviation airports at Hillsboro, and Troutdale. Port Marine activities will include contractor and tenant operations (except for ILWU activities) at Terminals 2, 4 and 6.
- § The Safety Program Administrator, working with the Port Safety and Loss Control Manager, will oversee consultant staff as needed to assist in achieving safety related goals and objectives.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- § Assist in the on-going development, implementation and continuous improvement of OR-OSHA's SHARP Safety Management System, designed to instill a safety culture and meet all State and Federal requirements.
- § Provide lead technical assistance to all Port operating areas and divisions on safety issues. Serve as a contact for Port employee, tenant, vendor, and customer safety-related issues and develop programs. Recommend solutions to a wide variety and range of safety issues to minimize and eliminate hazards which could result in employee, tenant or public injury or illness.
- § Respond to Port emergencies, and conduct all necessary follow-up actions required to meet program goals and regulatory requirements.
- § Manage complex projects that support the safety program.

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- § Develop/keep current, conduct, and track training. Oversee consultants providing employee safety and industrial hygiene training.
- § Work with the Safety and Loss Control Manager to develop contracts and manage consultants.
- § Perform administrative functions related to managing the Safety Program.
- § Work with and assist members of the Risk Management Team on risk analysis, claims, insurance, business continuity and other assignments as necessary to support and ensure a holistic Port Risk Management Program.

EDUCATION AND EXPERIENCE:

- § Bachelor's degree in Industrial Engineering, Safety and Health, or related field or equivalent combination of education and experience. Masters degree in related field is preferred.
- § Minimum seven (7) years progressively more responsible experience as a safety professional in an aviation or industrial setting with an additional two (2) years responsibility for significant safety/health related projects and programs.
- § Advanced understanding of disciplines, approaches, and methodologies associated with aviation, marine or industrial safety regulations, programs, and procedures.
- § Advanced knowledge and understanding of regulatory agency roles and regulations related to health and safety.
- § Supervisory experience.
- § At least two (2) years Safety Department budget development and tracking experience.
- § Prior experience with obtaining OR-OSHA's Safety and Health Achievement Recognition Program (SHARP) or Voluntary Protection Program (VPP) certification is preferred.
- § Thorough understanding of loss control and safety management policies, procedures and practices in the Port industry.

SKILLS AND ABILITIES:

- § Ability to work successfully with limited direction and oversight.
- § Advanced oral and written communication skills.
- § Able to prepare and present effective presentations to various audiences.
- § Exemplary organizational skills.
- § Able to work with difficult people and develop consensus on complex and controversial issues.
- § Advanced computer skills and knowledge of MS Office Suite including Outlook, Word, Excel and PowerPoint are required. More advanced knowledge of computer software including Risk Management Information Systems (RMIS) is preferred.
- § Ability to understand interpret construction plans, drawings and prints to anticipate potential hazards and work with engineers to eliminate them by changing the specifications when possible.
- § Ability to review contractor safety plans and identify deficiencies.

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LICENSES AND CERTIFICATIONS:

- § CSP or the ability to obtain within the first year of employment required, CIH may be acceptable with significant safety responsibilities – required
- § Valid Oregon or Washington State driver's license.
- § Hazardous Waste Operations (Hazwoper 40 hr. training) is preferred.
- § Ability to obtain and maintain security clearance for unescorted access to secured areas of the airport and marine terminals.

Application materials are available on our web site, www.portofportland.com, and at 7th floor reception in the Port of Portland building, located at 121 NW Everett Street. You may also call 503-944-7400 to request that an application be mailed to you. Pre-employment drug screening is required. Applications received after November 20, 2009 may not be considered.

Equal Employment Opportunity Employer