



Where Life is Sweet



Benefits and Salary:
\$72,288- \$87,948/yr DOE

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days

Minimum Qualifications:

- A High School Diploma or equivalency
- Additional coursework in occupational health, safety and risk management
- Four years progressive experience in regulatory compliance
- Verifiable work experience related to developing and managing occupational safety programs and

Preferred

- Bachelor's degree in safety management or related field
- OR-PRIMA Certification
- Construction Safety and Health OSHA Certificate
- Certified Safety and Health Specialist

Safety and Risk Management Coordinator

The City of Hermiston is seeking an experienced Safety & Risk Management Coordinator to join our team and play a key role in ensuring safe and healthy workplaces across a variety of government facilities.

In this role, you will provide guidance and support in the areas of workplace safety, risk management, and hazard assessment. You will work collaboratively with departments to develop, implement, and monitor safety programs that protect employees and foster a culture of safety.

Key Responsibilities:

- Provide leadership and support on workplace safety policies and practices.
- Conduct risk assessments, inspections, and audits to identify and mitigate hazards.
- Develop and implement safety training programs for employees.
- Ensure compliance with local, state, and federal safety regulations.
- Partner with departments and staff to build a proactive safety culture.

Qualifications:

- Minimum of 4 years of experience in a safety-related field.
- Bachelor's degree in safety management, industrial hygiene, occupational health, or a related field (strongly preferred).
- Solid knowledge of safety regulations and risk management best practices.
- Strong communication and interpersonal skills.
- Ability to work independently as well as collaboratively with cross-functional teams.

The full description of duties and application packet can be found on the City's website: <https://hermiston.or.us/job-openings>

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: hr@hermiston.gov no later than 5:00pm, Monday, September 15, 2025.

The City of Hermiston is an equal opportunity employer.



Position Description

Safety and Risk Management Coordinator

Classification: Non-Exempt

Department: Administration

Grade: 44

Union: Non-Union

General Statement of Responsibilities

This position is responsible for providing strategic and administrative support across all City departments in the development, coordination, and oversight of citywide employee training and workplace safety initiatives. Key duties include planning, maintaining, tracking, and documenting programs and activities that promote workforce development and ensure a safe working environment. The role involves designing and implementing safety policies and training procedures in compliance with local, state, and federal regulations. Operating across multiple departments and program areas, this position requires a high level of autonomy, strong professional judgment, and the flexibility to manage both routine and evolving responsibilities in a municipal environment.

Supervision Received

Works under the general supervision of the Human Resources Manager who reviews work primarily on the basis of results attained.

Supervision Exercised

Supervision of others is not a typical function assigned to this position.

Examples of Duties - Essential Functions

The list below of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all the following tasks. Other duties may be assigned.

- Develop, implement, and oversee comprehensive citywide employee training and safety initiatives; coordinate appropriate training programs to meet identified departmental and organizational needs.
- Develop and deliver training programs on risk management topics for city employees.
- Promote a culture of risk awareness and proactive risk management throughout the organization.

- Plan and conduct training sessions or coordinate with external vendors/consultants; manage scheduling, track attendance, and maintain accurate records in a centralized training database.
- Ensuring records are kept current including SDS, compliance certificates, Emergency Response Plans, disaster and contingency plans, workplace posters, etc.
- Perform routine and targeted job site safety inspections across departments; identify potential hazards and recommend corrective actions to minimize risk and ensure compliance.
- Assist with coordinating the onboarding of new hires and required safety training.
- Serve as the primary point of contact for safety-related matters, including inspections, accident/injury investigations, employee safety training, regulatory reporting, and technical guidance.
- Review and track workplace incidents, including accidents and injuries; prepare detailed reports on violations and provide input for corrective or disciplinary actions where appropriate.
- Assist in the management of the City's Workers' Compensation program, including conducting internal investigations, coordinating return-to-work initiatives, and maintaining OSHA-compliant records.
- Coordinate City and departmental safety committees; collaborate with managers and supervisors to implement committee recommendations and monitor follow-through.
- Serve as the City's representative on various safety and emergency operations committees, providing input and coordination across departments.
- Implement and oversee compliance programs, including but not limited to Commercial Driver's License (CDL) standards, Hearing Conservation, Bloodborne Pathogen Exposure Control, Respiratory Protection, Fire extinguisher servicing and replacement and Hazard Communication.
- Act as the City's Risk and Safety Coordinator, maintaining safety manuals, developing safety procedures, and advising on the safe selection of materials, equipment, and protective devices.
- Support emergency preparedness efforts by contributing to the development and implementation of response plans and training.
- Coordinate with City leadership on the administration and implementation of the City's Risk Management Program.
- Contribute to budget planning by providing input on training and safety program costs and identifying resource needs.

- Stay up to date with changes in safety regulations
- Conduct workplace safety inspections and risk assessments
- Perform other related duties as assigned to support citywide safety and risk management efforts.

Screening Criteria

- **Minimum Education and Experience:** High school diploma, or GED equivalent, required; plus an Associate degree with major coursework in occupational health and safety, risk management, or closely related field and four (4) years progressive verifiable work experience in regulatory compliance, worker safety and training; verifiable direct work experience related to the development and management of occupational safety and health programs of utility and/or public works field staff; or any equivalent combination of education and verifiable work experience which would demonstrate the ability to perform the described duties.

Desired Qualifications: Bachelor's degree from an accredited college or university with major coursework in occupational health and safety, industrial hygiene, industrial engineering, or closely related field; OR-PRIMA Oregon Risk Management Certification (or similar); Construction Safety and Health OSHA training certificate; Certified Safety and Health Specialist (or similar).

Special Requirements/Licenses: Possession of valid Drivers' License at time of hire.

Knowledge of: Maintain working knowledge of safety/risk management in various municipal government work settings, as well as internal policies and procedures; working knowledge of regulations related to OSHA, EPA, DOT and other regulations; Maintain working knowledge of effective project management principles including strategic planning.

Skills and Abilities:

- **Analytical and Reporting Skills:** Ability to collect, evaluate, and interpret safety-related data to produce clear and concise narrative and statistical reports. Skilled in transforming complex information into actionable insights through written summaries, charts, or visual aids.
- **Communication Proficiency:** Strong oral and written communication skills, with the ability to present information effectively to various audiences, including staff, supervisors, and leadership. Comfortable conducting safety training and presentations.
- **Technical Proficiency:** Proficient in a wide range of software applications including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), and able to use spreadsheet, database, presentation, and desktop publishing tools to support safety and risk management functions.

- **Time Management and Organization:** Demonstrates excellent time management and organizational skills; able to manage multiple projects and competing deadlines while maintaining accuracy and attention to detail.
- **Collaboration and Relationship Building:** Proven ability to build and maintain effective working relationships across departments and with diverse teams. Works well independently and as part of a team-oriented environment.
- **Adaptability and Initiative:** Capable of working under minimal supervision while exercising sound judgment. Flexible and adaptable to shifting priorities in a dynamic workplace.
- **Technical and Office Equipment Proficiency:** Maintains working knowledge of interactive software platforms and is proficient with standard office equipment such as printers, scanners, and copiers.

Physical Demands: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

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

While performing the duties of this job, the employee works in an office environment; the employee may occasionally work in outside weather conditions while performing inspections or conducting trainings. The noise level in the work environment is usually quiet.