

CAREER OPPORTUNITY

# SAFETY PROGRAM MANAGER

CITY MANAGER'S OFFICES | RISK MANAGEMENT DIVISION, UTILITY SAFETY OFFICE

CITY OF PASADENA, CALIFORNIA

ANNUAL SALARY: \$109,226–\$136,533 DOE/DOQ *\*Salary will increase by an additional 3.5% on July 1, 2024\**

**T**HE CITY OF PASADENA IS IN SEARCH OF A HIGHLY SKILLED SAFETY PROGRAM MANAGER TO JOIN OUR EXCEPTIONAL TEAM, where you'll play a pivotal role in administering and enforcing comprehensive occupational safety and environmental health programs. We're looking for a seasoned professional who possesses a robust understanding of regulatory standards set by SCAQMD, EPA, NEC, NESC, and OSHA, ensuring comprehensive compliance for a utility. In this vital position, you'll be responsible for inspecting utility facilities, equipment, and public access sites for potential liabilities, conducting thorough investigations into accidents and injuries, and collaborating with various departments to advocate for a culture of safety and vigilance within our organization. As an integral member of our team, you'll oversee one staff report and 419 indirect reports in the Water and Power Department, working closely with executive management and focus on effective injury prevention strategies and developing utility-specific training programs. The ideal candidate for this role is a technically capable professional with OSHA training, proven experience in construction industry safety, and a solid understanding of the electrical safety orders. Your ability to communicate clearly and engage effectively as a relationship builder and influential leader will be paramount as you guide staff in the areas of safety and risk management. Discover more about what makes Pasadena such an amazing community to work, live, and play at [VISIT PASADENA](#) and [CITY WEBSITE](#). *Champion a culture of safety in beautiful Pasadena—apply today!*



# THE COMMUNITY

**PASADENA, CALIFORNIA, IS A CITY WITH A LONG, RICH HISTORY** of cultural diversity and innovation. Pasadena values and celebrates our community's different cultures, backgrounds, and lived experiences. The City is committed to transparency, accountability, and excellence in local government. We are leading efforts to provide affordable housing, serve as a model for environmental sustainability, and improve the quality of life for everyone. The City is nestled in the west foothills of the San Gabriel Mountains, just 15 miles north of downtown Los Angeles. This ethnically and economically diverse City is home to about 140,000 people and thousands upon thousands of visitors to its many exciting venues and events.

Its economy thrives on the educational and entrepreneurial features of the City, including the **California Institute of Technology (Caltech)**, **Art Center College of Design**, and **Pasadena City College**. Historical homes and landmarks line the streets of Pasadena, giving the community a sense of heritage, while looking to the future. Traveling from Pasadena to neighboring communities is a breeze thanks to the **Metro A Line** that includes six stations in Pasadena en route to the San Gabriel Valley. From its historic buildings to its beautiful landscapes and California sunshine, Pasadena is truly the ideal place to live, work, and play!

[CLICK LINKS](#)

# THE CITY GOVERNMENT

**T**HE CITY OF PASADENA IS A FULL-SERVICE MUNICIPALITY governed by a City Charter and City Council/Manager form of government and has approximately 2,300 full-time staff. The City is committed to the values of responsiveness; honesty and integrity; accountability; excellence; open, clear, and frequent communication; innovation; and diversity, equity, inclusiveness, and belonging.

# THE CITY MANAGER'S OFFICE

**T**HE OFFICE OF THE CITY MANAGER PROVIDES oversight and direction to ensure that all departments are responding to City Council goals, applying policy consistently, identifying key issues that need Council direction, keeping abreast of the changing needs of the community, and planning the services, programs and projects that will ensure Pasadena maintains its status and character as a great community in which to live, work and play.

# THE DIVISION

**T**HE NEWLY DEVELOPED RISK MANAGEMENT DIVISION of the City Manager's Office is centralizing Safety, Workers Compensation, ADA, and Liability to combine resources with the goal of reducing injuries, vehicle accidents, and promoting a culture of safety.



# THE UTILITY (WATER & POWER DEPARTMENT)

**T**HIS POSITION WILL SUPPORT THE PASADENA WATER AND POWER DEPARTMENT (PWP) which is a community-owned full-service utility that supplies water and electricity to Pasadena and nearby areas. The City of Pasadena is dedicated to delivering exemplary municipal services responsive to our entire community and consistent with our history, culture, and unique character.

## THE JOB

**T**HE SAFETY PROGRAM MANAGER TAKES A PROACTIVE approach to risk management and a commitment to fostering a culture of safety throughout the organization, specifically in the water and power utilities. Reporting to the City Safety Officer, the Safety Program Manager will oversee one staff report and 419 indirect reports, working closely with executive management to manage PWP's safety program. They will also conduct monthly safety meetings with field crews, ensuring adherence to safety protocols and fostering a culture of safety awareness. Additionally, they will be an integral part of the Safety Committee—assessing areas for improvement in risk and safety for the City. As part of this Committee, this professional will actively note concerns, forecast potential risks, and make recommendations for future programs, policies, and procedures in staff safety. Above all, the Safety Program Manager will take a proactive and enthusiastic approach to safety for the City, maintaining the organization's reputation as an exceptionally safe place to work!



## UPCOMING PROJECTS & OPPORTUNITIES

**NEW TRACKING SYSTEM.** Systematically tracking staff training, safety inspections, and incident investigations in the City's new electronic platform.

**WATER AND POWER SAFETY MANUAL.** Updating the City's safety manuals for water and power to ensure staff safety and manage risks.

**SAFETY COMMITTEE.** Meeting consistently and quarterly in order to address issues, concerns, and innovative ideas concerning staff safety.



# THE IDEAL CANDIDATE

**T**HE IDEAL CANDIDATE IS A DYNAMIC and experienced safety professional who thrives on collaboration and excels at engaging with diverse stakeholders across various fields. With a comprehensive grasp of standards and current industry best practices, especially within sectors like water treatment, construction, power generation, power delivery, administration, finance, and customer service, they bring a wealth of knowledge to the organization. Familiarity with handling OSHA complaints and regulatory investigations from entities such as County Fire, EPA, SCAQMD, and the California Air Resources Board is essential.

The ideal candidate embraces extensive fieldwork with enthusiasm as they conduct meticulous worksite inspections, tailgate sessions, and injury investigations, and effectively mitigate risks. They possess a natural ability to motivate staff to adhere to high safety standards and essential protocols, ensuring safety excellence throughout the organization.



## CORE COMPETENCIES for this position include:

**Technical Knowledge.** Easily interprets and ensures compliance with federal, state, and local safety regulations, and implements policies and procedures accordingly.

**Presentation Skills.** Effectively coordinates and leads safety meetings, trainings, and initiatives across multiple departments and disciplines.

**Written Communication.** Clearly conveys safety protocols, procedures, and updates to staff, management, and external regulatory agencies.

**Influence.** Motivates others to practice safety procedures on the job. Demonstrates a proactive approach to safety and encourages staff to identify areas for improvement.

## MINIMUM QUALIFICATIONS

- ▶ **EXPERIENCE:** At least five years of progressively responsible professional experience in employee health and safety.
- ▶ **EDUCATION:** Graduation from an accredited four-year college or university with a bachelor's degree in occupational health and safety, environmental engineering, business administration, or a related field.
- ▶ **Valid California Driver's License**



## HIGHLY DESIRED QUALIFICATIONS

- ▶ **EXPERIENCE:** Background in administering a safety program in a full-service city with a public utility.
- ▶ **CERTIFICATIONS:**
  - Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH) designation, or similar professional certification.
  - Certification by the Department of Labor as a certified instructor on OSHA Standards for construction and general industries.
  - Certifications issued by recognized industrial safety organizations on topics relevant to conducting specific safety training courses and responding to hazardous materials and waste operations incidents.



# SALARY & BENEFITS

The salary range for this position is **\$109,226–\$136,533 DOE/DOQ**, plus a competitive benefits package that includes but is not limited to:

**RETIREMENT.** 2.5% @ 55 CalPERS formula for Classic members (employee 9.75%); 2% @ 62 CalPERS formula for new members (employee pays half the normal cost, currently 7.75%).

**HEALTH INSURANCE.** The City provides an allowance to assist with medical premiums. In 2024, the allowance for Employee + 2 or more dependents is \$1967.29 per month (Employee only = \$756.65; Employee + 1 = \$1513.30), and contributions are adjusted annually.

**VISION INSURANCE.** The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.

**LIFE INSURANCE.** Pasadena provides life insurance and accidental death and dismemberment coverage in the amount of \$75,000.

**DENTAL INSURANCE.** The City contributes 100% of an employee-only PPO premium. For employees who cover a dependent, Pasadena contributes an additional \$80 per month toward a dental premium.

**VACATION LEAVE.** Accrual rate of 80 to 160 hours per year based on years of service.

**STATE DISABILITY INSURANCE/PAID FAMILY LEAVE.** Employees participate and pay into the state's disability insurance/paid family leave program.

**GROUP LONG-TERM DISABILITY INSURANCE.** Employees are provided with a group long-term disability insurance. Employees are also able to buy additional to cover 60% or 66.67% of monthly wages.

**SICK LEAVE.** Up to 80 hours of sick leave accrued per year.

**MANAGEMENT TIME OFF.** 40 hours per year (City Manager may grant up to 40 additional MTO hours).

**HOLIDAYS.** Eleven (11) paid holidays.

**VEHICLE ALLOWANCE.** \$300 per month with City Manager approval.

**CELL PHONE STIPEND.** \$80 per month.

**SCHEDULE.** The City administration operates on a "9/80" schedule, closing on alternate Fridays!

For additional details, please see the **Pasadena Management Association Memorandum of Understanding**

[CLICK LINK](#)

## HOW *to* APPLY

For first consideration, apply by **MAY 24** at:

W B C P J O B B O A R D

**SAVE THE DATES.** Round one interviews will be held in person on **JUNE 10**. Finalists will move forward to round two, in-person interviews on **JUNE 17**. Selected candidates must be available for both dates.

Please contact your recruiter, Levi, with any questions:  
**866.929.WBCP (9227)** toll-free | **541.664.0376** direct  
[levi@wbcpinc.com](mailto:levi@wbcpinc.com)

