



CAREER OPPORTUNITIES

POSITION: Navigation Safety Management Manager & SSHO

SALARY: \$77,756.00 - \$121,524.00 Annually

OPENING DATE: 11/13/17

CLOSING DATE: 11/30/17 05:00 PM

GENERAL INFORMATION:

The Port of Portland's Navigation division works very close with the US Army Corps of Engineers to maintain the Columbia River channel depths for inbound and outbound vessel traffic. The Port's Navigation Site Safety Health Officer (SSHO) works with the Safety Management Director and Navigation department management team to develop, implement, and administer the Port's Safety Management System and Accident Prevention Plan at Navigation. The successful candidate in this role will serve to eliminate hazards, prevent injury and illness to employees, project visitors, and the public. This individual will also be integral in preventing loss or damage to property and ensuring operations are consistent with Port, OSHA, US Army Corps of Engineers, and US Coast Guard safety policies and regulatory requirements.

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Responsible for identifying health and safety issues and implementing continuous improvement practices in support of the current version of the US Army Corps of Engineers Safety and Health Requirements Manual (specifically EM385), Oregon OSHA and other applicable health and safety regulations.
- Conduct daily job site and work area inspections, develop and implement strategies, goals, programs and processes to maintain Port of Portland's Safety Management System.
 - Environmental protection oversight, spill response, drills and training
 - Emergency preparedness planning
 - Shipyard Competent Person; Fall Protection Competent Person (Program Administration)
 - Equipment repair and maintenance oversight relative to APP
 - Policy & procedure development & compliance oversight
 - Subcontractor supervision, management planning & documentation oversight
 - Safety planning and management on through all levels of organization
 - Daily reporting and tracking and follow-up notifications
 - Written hazard assessments submitted to the COE
 - Prepare incident investigation and reporting requirements for Port, COE, and USCG
 - Assist Human Resources in Drug and Alcohol program management
- Provide lead technical assistance, consultation and enforcement services on safety issues.
- Serve as Site Safety and Health Officer (SSHO) and lead safety contact for the US Army Corps, Port employees and vendors on safety-related issues.
- Develop programs and recommend solutions to a wide variety and range of safety issues to minimize and eliminate hazards which could result in employee or public injury or illness.
- Respond to emergencies, and conduct all necessary follow-up actions required to meet the program goals and regulatory requirements.

- Oversee and develop the Safety Program staff assigned to the Navigation department by coaching, guiding and mentoring to support individual development plans to ensure professional growth of staff.
- Evaluate current programs, processes and resources to improve efficiency and effectiveness in providing services within Navigation.
- Develop contracts and provide oversight for Safety/IH consultants.
- Coordinate and provide safety training for the Port's Navigation Department.
 - Design, develop, deliver, administer and measure effectiveness of safety and loss control training coursework and training activities as directed by the Safety and Loss Control and Navigation Managers.
 - Administer employee safety training database, certifications and other records, ensuring that training information is documented and updated to meet US Army Corps of Engineers Safety and Health Requirements Manual (EM385-1-1) requirements.
 - Provide the Navigation Manager with accurate timely information on training requirements.
- Work with the Director of Safety Management and Navigation Director to develop contracts and manage consultants for safety-related work. Manage the APP and SSHO responsibilities and accountabilities.
- Collaborate with the Navigation and Safety Management Directors on their respective budgets relating to safety and the administration of contractors.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Industrial Engineering, Safety and Health, or related field; Master's degree in related field, preferred.
- Eight to ten years progressively more responsible experience as a safety professional in a marine or construction setting
- Staff supervisory/managerial experience, preferred
- Experience in managing contract services (preferred).
- Safety Department budget development and tracking experience (preferred).
- Prior experience with obtaining OR-OSHA's Safety and Health Achievement Recognition Program (SHARP) or Voluntary Protection Program (VPP) certification (preferred).
- Advanced understanding of disciplines, approaches, and methodologies associated with marine and industrial safety regulations, programs, and procedures; including an understanding of regulatory agency roles and their regulations related to health and safety is required.
- Advanced knowledge of US Army Corps of Engineers Safety and Health Requirements Manual (EM385), OR-OSHA regulations and interpretations for General Industry, Construction and Marine Terminals is preferred.
- Must be familiar with effective adult training methods and practical approaches required to educate workers on occupational health and safety issues.
- One or more of the following certifications at the time of hire is required:
 - Certified Safety Professional (CSP)
 - Certified Industrial Hygienist (CIH)
 - NFPA Certified Marine Chemist (CMC) may be acceptable with significant safety responsibilities
 - OSHA 500 or 501
- Valid driver's license is required.
- Hazwoper 40 hr. training is preferred.
- Completion of OSHA 30-hour Construction Safety Course; or, an equivalent 30 hours of formal training covering the subjects of the OSHA 30-hour Course (see EM 385-1-1 Appendix A, paragraph 4.b) applicable to dredging work and given by qualified instructors is required.
- Completion of Shipyard Competent Person and 24-hour Fall Protection Competent Person; completion of eight hours of formal classroom or online safety and health related coursework in the past year.

SKILLS AND ABILITIES:

- Skilled at expressing ideas clearly and concisely both orally and in writing.
- Advanced skills in Microsoft applications including Outlook, Word, and Excel.
- Ability to:
 - Work effectively in collaboration with internal and external stakeholders.
 - Develop and conduct training programs to ensure compliance with regulatory agencies and internal policies and procedures.
 - Perform incident investigations of injuries or property damage as requested.
 - Respond to emergencies and EOC activities.
 - Organize workload and prioritize tasks to meet changing priorities and deadlines
- Ability to demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive.

ADDITIONAL INFORMATION:

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other highly sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that he or she needs an accommodation should contact Human Resources at 503.415.6690

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www2.portofportland.com/Careers>

Position #00800
 NAVIGATION SAFETY MANAGEMENT MANAGER & SSHO
 LS

7200 NE Airport Way
 Portland, OR 97218
 503-415-6000

Navigation Safety Management Manager & SSHO Supplemental Questionnaire

1. How many years of experience do you have as a safety professional?

- 8 years of experience
- 8-10 years of experience
- 10 years and beyond

- * 2. How many years of experience do you have in a marine operations related field?
- 1 to 3 years but less than 4
 - 4 years but less than 5
 - 5 years or more
3. How many years of experience do you have managing staff?
- 2-3 years
 - 3-5 years
 - 5 years and beyond
4. Please indicate the certifications you have in the following areas:
- Certified Safety Professional (CSP)
 - Certified Industrial Hygienist (CIH)
 - NFPA Certified Marine Chemist (CMC)
 - OSHA 500 or 501
5. Are you familiar with the US Army Corps of Engineers Safety and Health Requirements Manual (EM385)?
- Yes No
6. Are you familiar with OR-OSHA regulations and interpretations for General Industry, Construction and Marine Terminals?
- Yes No

* Required Question