



Tennessee Department of Environment and Conservation
TDEC Risk and Safety Manager
Office of Emergency Services
Annual Salary Range: \$48,948 - \$88,116

About the Tennessee Department of Environment and Conservation (TDEC)

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Safeguarding the health and safety of Tennessee citizens from environmental hazardsProtecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Managing the system of 56 Tennessee State Parks and 83 Natural AreasConserving and promoting natural, cultural and historic resources.
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TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

About the Office of Emergency Services

The Office of Emergency Services (OES) houses several TDEC-wide programs and initiatives. Emergency Services includes emergency planning for TDEC and coordination of 36 employees who provide support to the state's emergency management agency when needed and provide an environmental response to spills and other complaints. Through the Risk Management Initiative, we provide our divisions and programs with information needed to reduce injuries and protect property. Coordinating the Job Hazard Analysis and the Driver Safety Initiative are examples of activities under this program. The Health & Safety Program maintains TDEC's Health and Safety Plan, provides OSHA regulatory advice and interpretations, tracks injuries and accidents and administers the Medical Monitoring Program. The TDEC Quality Management Program and the Vehicle Services Group are also housed in OES.

Summary of Position

This Executive Service position is located in Nashville, TN. The selected candidate will work with the Office of Emergency Services and have oversight of risk management initiatives to ensure risk

elements are developed, implemented and monitored. This position will be responsible for tracking injuries in TDEC and providing for inspections, reviews and education to help reduce the number and severity of injuries. Activities resulting in property damage, including vehicle accidents, will be monitored to ensure adequate risk controls are in place. The successful candidate will provide updates to strengthen the Department's Health and Safety plan and maintain compliance with new/changing OSHA regulations; design and implement guidance documents; and meet with TDEC leadership to review and ensure compliance with policies, guidelines and OSHA requirements. Another responsibility of this position is as the administrator of the Medical Monitoring Program to ensure employees are scheduled for periodic exams; review medical monitoring contracts and review testing results to determine if any actions are needed concerning employee duties. The successful candidate will work closely with human resources and building management staff to address any risk or safety issues that arise on a day-to-day basis.

Principal Duties and Responsibilities

- Designs and implements major elements of risk management to help reduce vehicle accidents, employee injuries and time away from work and property damages.
- Coordinates the Job Hazard Analysis and the Driver Safety Initiative. Develops and provides monthly reports of accidents and injuries to Risk Management team and Division Directors.
- Performs accident investigations and determines how injuries will be reviewed by Risk Team.
- Ensures Department's Health and Safety plan is current and makes revisions to support current OSHA guidelines and requirements.
- Will serve as Department liaison with OSHA and will attend all facility inspections, investigate complaints, and provide follow up to address compliance needs and compliance timelines.
- Attends monthly meeting of Governor's Council on Safety and appropriate training classes.
- Communicates building safety resources to all staff and provides information to emergency floor wardens in support of their duties during building evacuations.
- Maintains oversight of medical monitoring program including management of employee medical records; confidential processes and procedures for the review, handling, discussion and filing of staff medical records; and review of medical monitoring contracts.

Knowledge, Skills and Abilities

- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment.
- Can effectively handle change and lead change initiatives.
- Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals. Develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks.
- Good at figuring out the processes necessary to get things done; knows how to organize people and activities.
- Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network.

- Relates well to all kinds of people – up, down, and sideways, inside and outside the organization. Understands importance of good customer service.
- Maintains a high level of integrity. Can present the unvarnished truth in an appropriate and helpful manner

Education / Experience:

Applicants must possess a Bachelors' degree from an accredited college. Desired degrees include Industrial and Systems Engineering, Healthcare Administration (Community and Public Health), Environmental Health and Safety, Environmental Science and Technology and Health Information Management. Graduate level degree preferred in one of the following areas: Health, Safety or Risk Management. Other graduate level degrees will be considered that support the requirements of the position.

All interested candidates should submit via email (**TDEC.Careers@tn.gov**) resume, cover letter, and writing sample to Beth Smith. The position will remain posted until June 19, 2015. Questions can be addressed to Beth Smith at (615) 253-5907 or TDEC.Careers@tn.gov.

Beth Smith, Director

Office of Talent Management

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA equal opportunity employer.