



## Job Posting

**Gulf Coast Authority is located in southeast Houston, Texas. Established by the Texas Legislature in 1969, we recently celebrated our 50<sup>th</sup> year of protecting the waters of the State of Texas and continue a significant role in improving the water quality of Galveston Bay, Houston Ship Channel and the state of Texas.**

GCA growth has created a need for additional talent in its Bayport Operations Facility. In this capacity, the **Safety & Health/PSM Coordinator** will participate in and supervise the activities of personnel engaged in the operation of wastewater treatment plants including general supervision, maintenance and operation of pumps and other equipment, overseeing safety program, and compliance with regulations and permits. This position reports to the Operations Assistant & Administrative Lead.

**Position: The Safety & Health/PSM Coordinator, day shift, exempt from OT position**  
**Pay range for qualified candidates: \$74,020 min - \$116,611 max**

**Job Duties Summary-**The Safety & Health/PSM Coordinator serves as the primary point of contact for all safety program activities at GCA Bayport. Includes managing activities related to the Bayport Process Safety Management (PSM) program. Requires experience in the evaluation, selection, and application of typical industrial safety/hygiene techniques, procedures and criteria. Previous experience Management of Change initiatives.

**Typical Duties and Responsibilities-**Coordinates safety, health and PSM activities to maintain a safe and healthful workplace. Identifies and appraises conditions and activities necessary to determine employee and contractor compliance with existing safety requirements. Participates in hazard identification studies, risk assessments and Process Hazards Analyses (PHAs). Prepares incident reports when required. Participates in accident investigations to determine root cause and preventative actions. Serves as an available resource for supervisors and lead operators to assure proper implementation of safety measures and controls throughout the facility, such as hot work, confined space permitting. Prepares and submits monthly reports to facility management. Conducts inspections of facility fire extinguishers, eyewash and safety showers, breathing air systems and first-aid supplies. Conducts workplace exposure monitoring as needed or assigned with a variety of instruments like dosimeters, Drager Tubes, gas detectors, and light meters. Prepares formal reports for management review with recommendations for corrective action. Compiles, analyzes and interprets incident and illness data. Reports information to GCA management and staff. Works with the Records Coordinator to gather, review, organize and file documents associated with the safety and health program. Liaisons with community organizations, such as fire departments, mutual aid societies, LEPCs, CAPs and rescue teams to assure information exchange and emergency assistance. Evaluates and recommends technical and scientific publications as needed. Represents GCA as a member of professional groups or associations. Coordinates emergency preparedness efforts. Oversight of Facility monthly safety meetings and documentation of employee attendance. Monitor safety regulations and their relationship to operations, identify problem areas and coordinate efforts to meet organizational training needs. Monitor and maintain SOP indexes to confirm if procedures are current. Notifies appropriate personnel if procedures need to be updated. Develop an annual training schedule for the Bayport Facility and monitor the schedule throughout the year to verify training has been performed and completed. Other related duties as assigned.

**Knowledge, skills, and abilities-**Familiarity with practices and guidelines in 29 CFR 1910 (General Industry), and 29 CFR 1910.119 (Process Safety Management). Working knowledge of safe-work practices, procedures, and

control methods that are common to industrial facilities. Ability to develop and deliver safety training to staff, using adult learning concepts. Must be fully proficient with MS Word, Excel, and Powerpoint and be capable of operating projectors and other equipment associated with presentations. Ability to plan, organize, and coordinate multiple projects.

Ability to read and interpret regulatory information, technical manuals and correspondence associated with workplace safety. Ability to employ the use of mathematical functions typical of safety & health practitioners, such as determining incident rates, safety factors or load calculations. Must be fully proficient in the writing of reports, guidelines, procedures, memoranda, correspondence, and training materials. Ability to operate gas meters and other instruments. Ability to operate assigned vehicle (as needed).

**Environmental conditions**-Work is performed indoors and outdoors in extreme heat (100 °F ) and cold (32 °F ) in all weather conditions. Work is performed indoors and outdoors at an industrial setting.

**Education, certification, and experience**- Bachelor's degree in chemistry, biology, industrial health and safety, environmental management, or related field. Preferred certifications include: ASP, CSP, IOSH-RSP, CIH, and CHP. Five years of progressively responsible safety experience.

**Physical requirements**-Ability to sit for extended periods while performing office functions. Ability to stand and walk while moving about facility and conducting training. Occasional need to kneel, crouch/stoop, squat, crawl, and twist upper body while inspecting work sites. Ability to grasp with hands and lift, hold, carry or move items such as books, tools, A/V equipment, instruments, and boxed materials weighing up to 40 lbs.

**GCA offers a stable work environment and a competitive salary and excellent benefit package to the right individual but does not provide reimbursement for relocation expenses. Check our website at [www.gcatx.org](http://www.gcatx.org) for additional information.**

**Again, principals only, please, and no phone calls. To be considered, apply on our website at [www.gcatx.org](http://www.gcatx.org). All inquiries remain confidential.**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.