

SAFETY ADMINISTRATIVE COORDINATOR

The Port of Corpus Christi Authority of Nueces County, Texas is currently accepting applications for a Safety Administrative Coordinator. This position, under the general supervision of the Safety Manager, performs complex administrative tasks, provides administrative support and assists in coordinating all facets of the PCCA Safety initiatives.

Essential Functions:

1. Performs complex administrative tasks and provides administrative support to the Safety Manager in a professional and confidential manner, maintaining the integrity of the PCCA.
2. Prepares complex documents including presentations and special reports for submission to PCCA commissioners, employees, tenants and customers.
3. Promotes safety awareness through coordination of various forms of communications (i.e. agendas, meeting minutes, newsletters, reports).
4. Assists Safety Manager in communicating with officials, contractors and customers; assists with establishing and maintaining a network with Port Industry to assure effective communication and relations.
5. Relays complex instructions and information to other PCCA personnel in the absence of the Safety Manager.
6. Assists in coordinating safety activities associated with the PCCA (i.e. EMS) program as directed.
7. Researches, reports, tracks, files, follows-up and performs other administrative tasks regarding near-misses, incidents, injuries, and workers compensation as directed.
8. Aggressively monitors workers compensation cases working closely with medical, workers compensation insurance personnel and PCCA employees.
9. Maintains accurate, complete records and other administrative requirements regarding safety training (i.e. equipment, policy/procedure) as directed.
10. Initiates, completes, tracks and files requisitions and purchase orders for all safety related purchases (i.e. training, supplies, PPE, etc.) as directed.
11. Prepares travel arrangements, expense reports and associated documentation for the Safety Manager.
12. Composes letters, e-mails and memorandums in final form. Types, edits and proofs all communications and other materials as directed.
13. Answers and fields incoming telephone calls as necessary, opens and distributes incoming mail and maintains general office files.

Other:

14. Adheres to Port policy and maintains good employee relations.
15. Drives vehicle as necessary to complete assigned tasks and works required hours to fulfill position objectives.
16. Performs other related duties as assigned.

Additional Physical Factors:

While performing duties employee is regularly required to sit, speak or hear, use hand to finger movements; occasionally required to stand, walk, reach, stoop, kneel and lift and/or move up to 20 pounds.

Environmental Factors:

General office environment.

Vehicles, Equipment, Technology Used to do the Job:

Use of computer, standard office equipment and lightweight highway vehicles.

Minimum Acceptable Qualifications:

High school diploma or equivalent; minimum of two years of college, preferably safety related; demonstrated proficiency of the English language; effective oral and written communication skills; demonstrated proficiency with a computer and MS Word, Windows, Excel, Access, Powerpoint, email systems and the internet; ability to follow complex oral and written instructions; ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and speak effectively before employees; ability to maintain confidentiality, ability to meet and deal with the public; must possess mature judgment and tact, safety competencies (OHST or experience with) highly preferred, and knowledge of Texas Worker's Compensation regulations preferred; minimum five years experience in an administrative support capacity. Must possess valid driver's license.

This position may require unescorted access to Port facilities regulated by 33CFR105. To gain unescorted access to these facilities, this position requires the employee to be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514 (TWIC Requirement). Disqualifying background criteria for TWIC are provided in 49CFR1572.

Salary commensurate with experience, minimum \$20.05 per hour, non-exempt

Persons not employed by the Port may apply by contacting Workforce Solutions of the Coastal Bend (361) 882-749 **or they may apply online at www.portofcc.com** by May 22, 2015. Current Port employees should apply by submitting an internal application and resume to the Human Resources Department by May 22, 2015. **Applicants must submit the Port of Corpus Christi application, Resume and all other forms as specified above by May 22, 2015** to the Port of Corpus Christi Authority – Human Resources Department, P.O. Box 1541, Corpus Christi, TX 78403. The Port of Corpus Christi is an Equal Opportunity Employer