

SAFETY SPECIALIST

DEFINITION

Under general supervision, performs a variety of administrative and technical duties in support of the District's safety and risk management programs; coordinates safety training activities to ensure the District complies with all applicable federal, state, and local safety laws, regulations, and standards; assists with updating safety policies and procedures and administering a variety of safety programs; provides support to the District's workers' compensation and injury management program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Safety Officer. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for independently performing a variety of duties in support of the District's workplace safety and risk management programs and initiatives. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Participates in the day-to-day operation of the District's risk management and safety programs; performs a variety of technical and administrative duties involved in the development, organization, implementation, and coordination of safety and risk management programs including employee training, safety compliance, workers' compensation support, and emergency management programs.
- Coordinates and schedules employee training, including occupational health and safety training and emergency management training; ensures training courses meet District and regulatory requirements; enrolls employees in training courses as required; tracks, monitors, and documents employee participation in training to ensure compliance and maintenance of certifications; participates in the development and maintenance of a training database.
- Oversees training consultants; develops bids and requests for proposals (RFP) and negotiates contracts for training coursework; determines training needs and drafts scope of work; recommends contractors/vendors to award; evaluates vendor performance and ensures vendor compliance with contracts.
- Facilitates and conducts safety training and coordinates training with internal subject matter experts; develops training content, including presentations and training materials; ensures all training is tracked in appropriate database.
- Conducts workplace safety audits and inspections of safety equipment; drafts reports on compliance and actions that can be taken to ensure ongoing compliance; inspects AED and First Aid kits and ensures equipment and supplies are in working order and appropriately stocked.
- Conducts safety training orientations for new employees; ensures employee enrollment in

training and safety database systems and appropriate documentation of certifications for newly hired employees.

- Assists in updating safety-related policies and procedures; maintains records for compliance with state and federal occupational safety and health agencies; prepares a variety of reports documenting safety program activity.
- Schedules Department of Transportation (DOT) random drug and alcohol testing and coordinates federal Motor Carrier Safety Administration (FMCSA) portal and Entry Level Driver Training program for commercial drivers.
- Administers and maintains the motor vehicle Employer Pull Notice (EPN) Program; monitors and notifies employees and department management staff of any licensing issues or expirations; schedules required physicals.
- Assists with workers' compensation program activities; responds to incident reports and assists employees with information and support for medical examinations; works with third party administrator in coordinating workers' compensation and general liability claims.
- Investigates claims filed by members of the public or other organizations; advises executive management on recommended resolution; makes or reviews claim acceptance/denial recommendations from Department Heads to ensure that proper risk management and benefit has been achieved; receives and processes all liability and property loss claims; coordinates with claimants, attorneys, insurance carriers, and District personnel; participates in the negotiation of claim settlements in small claims including to represent the District in small claims court when necessary; communicates status on a per-case basis as needed and coordinates status reporting.
- Participates in the development and implementation of the District's Emergency Management Program; assists in developing disaster preparedness training and coordinates training and emergency exercises/ drills; assists with drafting SOPs for emergency protocols; performs safety and emergency preparedness inspections of District equipment and facilities.
- Provides support to departments on a variety of safety-related projects; assists with safety training program outreach and education and participates in educational events; sets-up and takes-down booths; creates and presents safety related games and educational materials.
- Attends and participates in a variety of safety meetings and committees, including the employee safety committee; organizes, coordinates, and documents solicited feedback and input from the employee safety committee.
- Responds to the scene of accidents or injuries; assists Safety Officer in conducting thorough investigation and analysis of conditions and circumstances related to the accident or injury.
- Conducts ergonomic evaluations and provides feedback to staff and supervisors related to ergonomic issues, makes recommendations; maintains records related to ergonomic evaluations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a safety and risk management program.
- Safety operations programs and services.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Basic risk management principles including those related to managing risk in a local government and claims and litigation management.
- Construction industry work practices.
- Occupational hazards and standard safety practices.

- Training principles and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Participate in planning, organizing, coordinating, and evaluating a comprehensive safety and risk management program.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations; effectively explain them to others.
- Develop and implement a safety training program.
- Conduct basic data collection and research on safety-related topics.
- Prepare clear, accurate, and concise technical and administrative reports.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to an associate degree from an accredited college with major coursework in human resources management, business administration, occupational safety, risk management, or a related field.

Experience:

- Three (3) years of progressively responsible experience supporting occupational safety, industrial hygiene, risk management, human resources, field training, or a related program.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with **disabilities to perform the essential job functions.***

ENVIRONMENT

Standard office setting with occasional exposure to non-office settings when investigating claims or performing work-site inspections.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting and to travel to various locations as the need arises; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; ability to conduct inspections and investigations at varying locations.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.