



Title: Safety Specialist I

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to assist in the development, implementation and audit of the District’s safety programs including, but not limited to, System Safety Program Plan (SSPP), Occupational Safety and Health (OSH), Injury and Illness Prevention Program, (IIPP), Hazard-Communications, numerous Employee Safety Programs, as well as various Environmental Health and Safety (EHS) programs. This is accomplished by providing technical expertise and assistance to various departments by conducting hazard assessments, inspections, audits, training, accident/incident investigation, failure analyses, sampling and analytical testing, safety oversight, and report writing and review. Performs related duties as required.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Assist with conducting hazard assessments, safety reviews, audits, inspections, and testing in the areas of fire/life safety, safety certification, and transit operations on District facilities, operations divisions, construction sites, work practices, equipment and safety devices. Performs ergonomic evaluations of employee computer workstations; operations facilities; and operators’ compartments to provide recommendations to reduce workplace musculoskeletal disorders.
2	L	Assists with investigations and analysis of industrial and vehicle accidents, assess findings to identify the causes and potential causes of current and future vehicle accidents and occupational injuries. Assists in the development and implementation of emergency preparedness programs with the District's emergency teams. Generates required documentation related to accident investigations.
3	L	Assists in the formulation of departmental safety policies and procedures. Maintains data and prepares reports for various programs and submits compliance related reports and forms to various regulatory agencies. Conducts research on regulatory requirements, communicates new and updated regulations and standards. Compiles safety certification data and prepares various reports as required by regulatory agencies.
4	L	Collects samples of materials for analysis and maintain related databases. Participates in various safety meetings including department meetings. Assists with on-site construction safety inspections



5	L	Assists in the development of training programs and conducts training for new employees/contractors, as well as on-going training of employees/contractors regarding all safety related matters including State and Federal laws, RT specific policies, as well as safety equipment and tools. Maintains training records.
---	---	--

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Environmental or Occupational Health and/or Safety or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	No experience is required; however some experience performing safety related tasks is desirable.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California Class C driver's license is required.



KNOWLEDGE
<ul style="list-style-type: none"> • Theories, principles, and practices of industrial, operations and construction safety, system safety, emergency preparedness, and risk management. • Applicable local, state, and federal laws, rules, and regulations governing bus and rail operations, facilities, construction projects, including those promulgated by CPUC, CAL/FED OSHA, CAL/FED EPA, AQMD, NFPA, DHS, local Fire Department. • Public and employee safety training and education. • Training presentation techniques. • Proper presentation of safety regulatory compliance regulations such as legal placement of warning signs. • Industry standards and best management practices. • Working regulatory laws and standards. • Hazard analysis and its implication throughout the system life cycle. • Tools and techniques of data collection, on scene evidence collection, interviewing witnesses. • Applied preventive/predictive failure analysis, risk assessment, and deductive reasoning. • Accident investigation and hazard analysis.
SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, presentation and database software. • Specialized software related to the functional area.
ABILITIES
<ul style="list-style-type: none"> • Perform professional safety work related to construction and operations projects. • Prepare reports and correspondence. • Analyze situations, identify problems, and recommend solutions. • Analyze, interpret, and apply laws, rules regulations, policies, procedures, and contracts. • Exercise judgment and creativity in making conclusions. • Compile and analyze complex data. • Investigate accidents and determine causes. • Monitor and review safety data sheets. • Identify and report job hazardous conditions as well as review job hazard analysis. • Exercise sound judgment in emergency situations. • Conduct literature research, review books, scientific or technical journals and abstract. • Interpret safety laws and regulations, perform basic mathematical calculations, analyze information, write reports and business letters. • Assist with audit programs, failure analysis procedures, and summation to aid in further training. • Assist in identifying and resolving conflicting regulations. • Assist with ensuring compliance from employees and supervisors regarding SSPP, OSH and EHS issues. • Procure required documentation from vendors, i.e., SDS sheets, to ensure compliance. • Assist with safety signage and other environmental equipment is in compliance. • Create positive psychological motivators for employees to successfully change ingrained habits. • Ensure training is up to date with regulatory mandates, best management practices and company policy.



-
- Perform timely notification of incidents in accordance with safety program requirements.
 - Use tools and equipment for incident/accident investigations, hazard assessments and taking test samples for storm water, air and other contaminants as warranted.
 - Learn District policies, procedures and practices.
 - Communicate clearly and effectively, both orally and in writing, with internal and external contacts.
 - Interact professionally with District employees and outside agency representatives



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations; observing work site; observing work duties; communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices; around work site
Lifting	F	Equipment; files
Carrying	F	Equipment
Pushing/Pulling	O	Equipment; tables and chairs
Reaching	F	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Retrieving items from lower shelves/ground
Crouching	O	Retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	O	Retrieving items from lower shelves/ground
Twisting	O	Getting inside vehicle
Climbing	F	Stairs; ladders; onto equipment
Balancing	O	On ladders; on equipment
Vision	F	Reading; computer screen; driving; observing work site
Hearing	F	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	F	Communicating via telephone/radio; to co-workers/public
Foot Controls	F	Driving; operating heavy equipment
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Calculator, fax machine, digital camera, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	------------------------------------	-------------------------------------	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	R
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	W
Wetness/Humidity	S
Physical Hazards	M

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, safety shoes, protective clothing, and hard hat.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY:

Adopted: 08/00
Revised: 10/16, 03/17
Title Change:
Maintenance
Update:
Abolished:
Job Key: 41000139