



## Title: Safety Specialist II

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to ensure compliance with the District’s safety programs including, but not limited to, System Safety Program Plan (SSPP), Occupational Safety and Health (OSH) and Environmental Health and Safety (EHS). This is accomplished by developing and implementing safety programs; planning, developing, implementing and facilitating training; conducting investigations, inspections and audits; providing safety oversight; and report writing and review.

### 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	% of Time
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1	L	Oversees all mandated safety programs, i.e., SSPP, OSH and EHS, by developing, implementing, administering, and maintaining program trainings/evaluations; developing and editing program content; coordinating the logistics of program implementation; developing, facilitating, and analyzing training sessions; reviewing employee assessment and evaluations; preparing and conducting emergency drills; auditing safety programs and performing necessary updates/maintenance.	35%
2	M	Investigates and analyzes industrial and vehicle accidents and incidents by responding to accident scenes to gather evidence, performing witness interviews, collecting data, video monitoring, photographs, and police reports; generating monthly reports, and generating and monitoring completion of all documentation deriving from incident/accident investigations; conducts tests and field investigations using precision instruments to obtain data to determine sources and methods of controlling hazardous substances in air, water, and soil; collects samples of potentially hazardous materials for analysis.	20%
3	M	Oversees the investigation, inspection, and evaluation process by reviewing facilities and projects based on reported occupational hazards; pre-emergency drill inspections, safety walk-throughs, and pre-implementation of OSH programs; addressing specific issues	20%



		related to OSH programs or other federal, state, or local standards or regulations; evaluating employee safety complaints and unsafe conditions in the workplace; identifying exposure to ergonomic risks, and ensuring recommendations are implemented and issues are resolved.	
4	S	Reviews regulatory requirements for safety certification; compiles safety certification data for report generation to state oversight agencies; attends construction meetings to remain current on project status; reviews written plans for regulatory compliance; and revises written plans for approval and implementation.	15%
5	S	Conducts research on regulatory requirements and addresses work-related safety issues by reviewing regulatory requirements and standards from various agencies; stays abreast and identifies new and updated regulations and standards, i.e., Cal/OSHA, EPA, CUPA, ASSE journals, TCRP research materials and APTA; implementing necessary changes to safety programs; reviewing site conditions and making appropriate recommendations; and ensuring resolution of issues/concerns.	10%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	<p>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.</p> <p>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.</p>
Experience	A minimum of three (3) years of experience in system safety program planning, construction safety, industrial hygiene, environmental health and safety or occupational health and safety.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
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 general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among



	a few, easily identifiable choices. The assignment is usually reviewed upon completion.
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.

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Applicable federal, state and local safety regulations and standards.</li> <li>• Working knowledge of all industrial hygiene programs and policies, occupational safety and health programs.</li> <li>• Investigative techniques and equipment.</li> <li>• Accident investigation and hazard analysis.</li> <li>• Water resources/storm water regulations.</li> <li>• Hazardous waste regulations.</li> <li>• Air quality regulations.</li> <li>• Safety certification regulations.</li> <li>• Auditing procedures.</li> <li>• Training presentation techniques.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to the functional area.</li> </ul>



**ABILITIES**

- Conduct literature research, review books, scientific or technical journals and abstract.
- Interpret safety laws and regulations, perform mathematical operations, analysis, and write reports, business letters, executive summaries and detailed project reports.
- Ensure that the proper investigative techniques and equipment are available for specific hazards.
- Ensure that the in-house equipment is operational, available, and has current sensors and calibration.
- Identify corrective actions that are acceptable to the responsible department to mesh with current practices as applicable.
- Utilize history and databases to forecast safety hazards prior to an occurrence.
- Perform timely notification of accidents to minimize response times.
- Determine severity of injuries for reporting purposes.
- Stay current on new environmental regulations.
- Provide prompt notification of environmental and safety problems discovered in the field.
- Collect data as required by regulations but not specifically identified in contract.
- Collect data in a timely manner (as prescribed by contract) to ensure that systems requiring certification are completed prior to revenue operation.
- Perform incident/accident reconstruction.
- 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	<b>X</b>	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 Continuously 2/3 or more of the time.	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.
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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
Sitting	F	Desk work; meetings; driving
Walking	F	To other departments/offices; around work site
Lifting	O	Supplies; equipment; files
Carrying	R	Supplies; equipment; files
Pushing/Pulling	R	File drawers; equipment; tables and chairs
Reaching	R	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; calibrating equipment
Kneeling	N	
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	R	Under equipment; inside attics/pipes/ditches
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; getting inside vehicle
Climbing	O	Stairs; ladders; onto equipment
Balancing	R	On ladders
Vision	F	Reading; computer screen; driving; observing work site
Hearing	O	Communicating via telephone/radio; to co-workers/public; listening to equipment
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Digital camera, meters, monitors, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-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	N
Other (see 1 below)	

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

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Dust mask, earplugs, gloves, safety shoes, safety glasses, and safety vest.

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	R
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
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.