



Title: Senior Safety Specialist

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to develop, implement, and ensure regulatory 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 overseeing and monitoring complex safety and environmental programs, performing complex industrial and vehicle accident investigation, inspections and analytical testing, writing complex reports, performing audits and acquiring and analyzing complex data.

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 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Ensures regulatory compliance with the District’s safety programs, including SSPP, OSH and EHS, by acquiring and analyzing bus, rail, and CBS incident reports and data, analyzing trend data to identify potential problems and hazards, and ensuring proper reporting to staff and other regulatory agencies. Inspects District facilities, equipment, and working conditions to identify and correct potential hazards. Investigates and reports on unsafe conditions and industrial incidents. Determines requirements for safety clothing and devices. Revises safety plans.	30%
2	S	Reviews, implements, and administers complex regulatory safety plans and programs by reviewing technical reports, training programs and bid documents, and ensuring programs are revised and implemented as necessary and proper training is conducted for affected employees.	25%
3	L	Investigates and analyzes industrial and vehicle accidents by responding to major accident scenes to gather evidence, perform interviews with witnesses, collect data, video monitoring, photographs and police reports. Monitoring and generating required documentation and reporting of 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.	25%



4	L	Oversees construction safety and certification by attending construction meetings, participating in on-site safety inspections, providing technical input related to safety and monitoring project-specific safety certification completion.	20%
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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	A minimum of four (4) years of experience in system safety program planning, construction safety, industrial hygiene, environmental health and safety and/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	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
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 limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the



	college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California Class C driver's license. Certified Safety Professional and/or UC Occupational Safety Health certificates desirable.

KNOWLEDGE
<ul style="list-style-type: none"> • Federal and state rules pertaining to operations and safety; loss control and prevention theories, principles, practices and techniques. • Working knowledge of system safety plans, including System Safety Program Plans, Occupational Safety and Health and Environmental Health and Safety. • Working knowledge of construction safety, safety certification, hazard resolution and fire/life safety. • Conducting safety audits. • Applicable federal, state and local safety regulations and standards. • Accident investigation and hazard analysis. • Water resources/storm water regulations. • Hazardous waste regulations. • Air quality regulations. • Safety certification regulations. • Auditing procedures. • Training presentation techniques.
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to the functional area.

ABILITIES
<ul style="list-style-type: none"> • 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. • Read, interpret and apply state codes, standards, and regulations relating to environmental and occupational health and safety. • Learn transit related trade association guidelines. • Use tools and equipment for incident/accident investigations, hazard assessments and taking test samples for storm water, air and other contaminants as warranted. • Learn techniques of accident investigation and prevention. • Perform incident/accident reconstruction.



- Implement and monitor safety/loss control activities.
- Inspect and analyze occupational safety health related hazards.
- Coordinate instruction and training for environmental and occupational health and safety issues.
- Maintain confidentiality in handling documents and information.
- Work independently.
- Write complex technical reports, business correspondence and procedures.
- Define problems, collect data, establish facts, and draw conclusions.
- 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 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	O	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	R	Supplies; equipment; files
Carrying	O	Supplies; equipment; files
Pushing/Pulling	O	File drawers; equipment
Reaching	R	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator; calibrating equipment
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Filing in lower drawers
Twisting	O	Getting inside vehicle
Climbing	O	Stairs; ladders; step stools; onto equipment
Balancing	R	On ladders; on equipment; on step stools
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)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Phone, fax, calculator, light, air quality, and sound level meters, vehicle, goneometer, hand held radio, measuring equipment, digital camera, respirator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	R
Other (see 1 below)	N

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

High visibility vest, hard hat, safety shoes, respirator, gloves, safety glasses, and cold weather gear

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
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-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	R
Other (see 2 below)	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.