

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SAFETY SPECIALIST

DATE: 07/01/2024

JOB CODE: 1207

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general supervision of the Safety Manager, perform varied and technical tasks in support of ongoing activities and projects for the Water Department. Responsibilities may include: assisting with hazardous materials management, safety-related reporting, gathering data for liability claims, workers compensation, commercial drivers programs; maintenance of databases, collection, tabulation, and summarize data for compliance determinations; interview people and collect information to complete reports, inspections, and other documentation; identify safety hazards and regulatory compliance issues; assist in preparation of job hazard analyses; complete OSHA required 300 Logs; schedule and track employee training; exercise independent judgment and procedural knowledge in performing work requiring interpretation of rules, regulations, procedures, policies and guidelines; perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Class of Safety Specialist is an entry level class assigned to work with the Safety Manager and Safety Coordinator in the Environmental and Regulatory Compliance Division, depending upon the workload and needs of the Department. Assigned programs include, but are not limited to, Safety, Loss Control, and Waste Management.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public, City and Department staff, and other officials;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Implement goals, objectives, policies, and priorities;
- Perform a variety of general administrative duties in support of the Department's Safety Section;
- Assist in developing, implementing, coordinating, and administering a comprehensive safety program;

- Conduct research related to occupational health and safety;
- May assist and administer other related safety or risk functions within the Safety Section; such as, tracking worker's compensation filing, liability claims, DMV Pull Notice Program, DTSC requirements, and Cal-OSHA regulations;
- Investigate complaints and respond to unresolved safety issues;
- Help facilitate Department-wide safety committee meetings and attend other Department meetings to review and participate in project-related activities pertaining to safety;
- Work closely with employees to maintain continual safety awareness and compliance with policies and procedures and with management to ensure support of safety programs;
- Participate in developing preventative injury and accident instructional training materials;
- Advise employees and supervisors on accident prevention and safety related matters with direction from the Safety Manager;
- Assists the Safety Manager on the purchase of safety and training materials/supplies;
- Provide on-site classroom training material and/or instruction on a wide range of safety related topics such as first aid, CPR, AED use, defensive driving and other pertinent topics as directed by the Safety Manager;
- May need to travel to off-site locations to conduct training or to investigate safety incidents or injuries;
- Take photographs and collect and preserve evidence as needed; analyze accident and injury reports and review causes in order to try and prevent future occurrences;
- Track and report on work related injury data;
- Coordinate and assist Risk Management Analyst on injuries and/or claims reported due to unsafe conditions;
- Obtain and provide requested documentation/information for Department counsel in disputed cases/lawsuits;
- Assist with activities related to safety and loss control procedures;
- Assist in development of loss control and safety manuals, procedures, and educational materials;
- Effectively communicate with the public and all levels of Department staff on safety matters; verbally and in writing;
- Assist in coordinating post-employment drug and alcohol testing;
- Assist with maintaining and auditing commercial driver documentation to ensure compliance with Department of Transportation (DOT); administer CA DMV Pull Notice Program;
- Maintain emergency safety supplies such as AED units, first aid kits, and emergency supply container;
- Track dates and schedules for Department required safety training;
- Maintain safety training and other confidential records;

- Serve as a liaison with law enforcement agencies with regard to necessary reports and services;
- Maintain OSHA compliance with the following topics in mind: Emergency Action Plans, Hazard Communication Program, Personal Protective Equipment (PPE) Program, Lockout/Tagout Program, 300 Log reporting and other areas the Safety Manager deems appropriate;
- Assist the Safety Manager in analyzing technical reports and recommend programs to maintain full compliance with applicable requirements in occupational safety and hazardous material disposal;
- Assist the Safety Manager in the development and updating of the Local Hazard Mitigation Plan (LHMP) for the Department;
- Conduct regularly scheduled safety inspections as well as accident/incident and liability claim investigations as needed; assist in preparation of documentation and reports summarizing activities;
- Prepare correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction; from the Safety Manager;
- Assist in the inspection of Department facilities and work sites for compliance with OSHA regulations and make necessary corrections;
- May participate in facilities and operations inspections as required;
- May assist the Safety Manager in reviewing and storing job safety analyses of facilities, equipment, work areas and work practices;
- Maintain comprehensive records and data pertinent to safety programs and prepare reports;
- Provide workplace safety and health information to the Department's contractors and consultants;
- Operate Department vehicles as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Organization and responsibilities of public agencies;
- Operational characteristics, services and activities of a risk management and safety program;
- Modern and complex principles and practices of risk management;
- Safety reporting, training, and regulatory compliance;
- Applicable Federal, State, and local laws/rules, regulations, and codes governing operation of water and wastewater facilities;
- Water and wastewater analytical methods;
- Federal, State and local laws, regulations, requirements principles, trends, methods, and procedures pertaining to safety, loss prevention, and claim processing;

- Recordkeeping principles and procedures;
- Hazardous material management, disposal, training, and emergency response;
- Confined space entry and potential hazards;
- Personal Protective Equipment (PPE) applicable to water and wastewater activities;
- Personal computer fundamentals including the use of Microsoft Windows operating systems, Outlook, Word, and Excel. May be asked to work with databases.

Ability to:

- Conduct research on safety-related topics;
- Handle confidential information with appropriate discretion;
- Speak in front of groups;
- Conduct facility and/or worksite inspections for safety regulatory violations and workplace hazards;
- Accurately interpret laws, rules, and regulations pertaining to occupational safety, health and government claims, and convey information;
- Organize and prioritize work assignments and meet deadlines;
- Interpret technical reports and exercise sound judgement in the application of findings;
- Gather, make accurate mathematical and analyze data generated for regulatory purposes, and prepare a variety of comprehensive written reports;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Prepare, conduct and maintain departmental records of related training;
- Learn the technical and legal functions associated with Safety and Loss Control activities;
- Perform effective investigations involving injury/property damage as needed that fairly represents the interests of both the Department and employees;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, verbally and in writing;
- Communicate effectively with all levels of Department staff;
- Administer training effectively;
- Make sound decisions with established guidelines;
- Anticipate potential compliance issues as changes occur and make appropriate recommendations;
- Establish and maintain complex filing systems;
- Foster a teamwork environment;

- Utilize a computer with word processing, spreadsheet, email and database software;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university.

OR

Education: Associate's degree from an accredited college or university;

And

Experience: Three (3) years of experience working at a public agency.

Certificates: Possession of a Water and/or Wastewater operator certification preferred.

Possession of an Occupational Safety in the Workplace certification preferred.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California driver's license. For out of state applicants, a valid driver's license is required and a valid Class "C" California driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious diseases including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, infrequently climb ladders to heights over 100 feet, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Safety Specialist

To: Safety Coordinator

Testing Standards: App review/Supp app review.

Job Description:

BOWC Approved:

6/25/2024