

**MAJOR FUNCTION**

This is specialized technical work in developing, organizing, and implementing effective accident prevention programs and safety procedures as outlined in OSHA General Industry on a City-wide basis. An employee allocated to this class is responsible for development and implementation of safety awareness, safety procedures, safety programs and safety training for employees in the covered work units. Work is performed under the general direction of a HRWD Program Coordinator or HRWD Supervisor, who reviews the work through observation and evaluation of programs, reports, conferences, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, implements, coordinates, modifies, and adopts safety programs to minimize the frequency of accidents and severity of injuries and to facilitate ongoing programs of safety instruction for personnel at various skill levels on a City-wide basis. Selects topics, plans agenda, coordinates scheduling and presentations of safety meetings and technical training classes. Acts in an advisory capacity to superintendents, department managers, supervisors, safety specialists and department safety representatives on matters related to safety. Assures work locations are inspected for the purpose of discovering and correcting unsafe conditions or unsafe work practices. Ensures compliance with all federal, state, and local laws and ordinances concerning safety. Responds to accidents/incidents involving City employees in areas of responsibility and assists supervisors in preparing reports. Assists supervisors with accident investigations and recommends preventive measures to be adopted. Assists in coordinating inspections of vehicles, personal tools, and safety equipment. Coordinates in obtaining employee medical reports for injured employees and assists supervisors in providing employees with necessary immediate medical attention. Coordinates common programs with other Safety Specialists to maximize use of common resources. Maintains records and prepares various reports, as required. Disseminates safety related materials through appropriate channels of communication. Conducts research and trend analysis and recommends strategies and processes as to corrective actions. Maintains a library of catalogs, brochures, pamphlets, manuals, and films concerning safety. Maintains a continuous dialogue with the affected managers, supervisors, and employees for the purpose of sharing information, which will result in improvements to the safety programs throughout the area of responsibility. Maintains contact with industry consultants and outside agencies and organizations to update safety and safety training programs and technology. Performs related work as required.

**Other Important Duties**

Coordinates with the City's Emergency Management Team, as applicable. Serves on cross-functional teams and ad hoc committees, as needed. Performs related work as required.

**Emergency situations**

During an emergency situation, employees in this classification will be required to report and carry out duties as directed for the duration of an emergency. Depending on the nature of the emergency, this may require working around the clock for several days on short notice.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the occupational hazards associated with the operation of equipment and facilities and of the necessary safety precautions. Considerable knowledge of safety policies, methods, processes, procedures and safety equipment utilized within the assigned work areas. Thorough knowledge of the safety principles and practices of construction, operation, and maintenance.

Considerable knowledge of applicable federal, state, and local safety laws, policy and procedures. Knowledge of Occupational Safety and Health Administration (OSHA), National Fire Prevention Association (NFPA), American National Standards Institute (ANSI), National Institute of Occupational Safety and Health (NIOSH), the National Electrical Safety Code (NESC), and the American Public Power Association (APPA). Ability to instruct workers and others in the use of tools, and the occupational hazards of the work. Ability to promote safety and to organize and develop effective programs for the prevention of accidents and reduction of occupational hazards. Ability to conduct surveys and investigations of the causes of accidents, evaluate results and recommend preventive measures. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to deal effectively with local government officials and the general public. Ability to communicate effectively, orally and in writing, including compiling data and preparing concise and clear reports, and maintaining records. Ability to speak effectively in public and to plan and conduct safety sessions relevant to employee's safety risk factors and accident prevention. Skill in the use of materials and equipment needed for successful job performance.

#### Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and seven years of technical experience in a field falling under OSHA; or possession of a high school diploma or an equivalent recognized certification and five years of experience as an Occupational Safety Specialist with OSHA Authorized Outreach Trainer status and a NFPA 70E certification; or possession of a bachelor's degree in industrial engineering, industrial hygiene, safety engineering or occupational safety and health, or a field related to the aforementioned areas, and three years of occupational safety training experience in a field falling under OSHA Special Industry 1910.269; or an equivalent combination of training or experience.

#### Necessary Special Requirements

Possession of a valid State class E driver's license.

Must complete authorization of OSHA OTI Trainer for 30- & 10-Hour General Industry and/or Construction Standard within the first year of hire.

Established: 05-09-23