CITY OF OCEANSIDE **JUNE 2012**
JOB CODE: ADMIN106
UNIT: UCONF

SAFETY OFFICER

*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.*

DEFINITION

Under direction, to plan, develop, coordinate and direct occupational safety and environmental health education and enforcement programs; coordinate and implement safety program goals and objectives; conduct safety trainings; inspect City facilities, worksites and equipment for compliance with mandated safety regulations; and to perform a wide variety of responsible, confidential, complex administrative, technical and programmatic tasks according to established statutes and guidelines.

EXAMPLES OF DUTIES-- *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Responsible for providing direction and assistance in all City safety activities. Develops, coordinates and conducts a City–wide safety training program to include ongoing safety training for public works employees, new employee orientation, hearing conversation, confined space, respiratory, and OSHA outreach programs. Analyzes and determines departmental training needs and develops programs to meet individual department requirements. Develops safety training schedule, coordinates training sites; contacts instructors; maintains related training files. Coordinates and monitors safety training from outside vendors and/or activities. Develops and implements City-wide safety policies, procedures, activities, and educational materials designed to achieve compliance with current state, federal and local laws and regulations. Administers the City respiratory protection program and respirator fit testing program. Prepares oral and written presentations, including technical reports, using tables, charts, slides and computer-based presentations. Maintains computerized record keeping, documentation and database systems for accidents, Cal/OSHA, safety training and related reports. Recommends and implements policies, objectives, safety standards, and procedures. Conducts safety, fire, health, and loss inspections and accident and injury investigations. Ensures compliance with Federal, State and local safety requirements. Reviews reports of injuries, accidents, and property damage and determines preventive measures. Represents the City and may testify on behalf of the City on safety matters. Designs, develops, implements and maintains a safety inspection program to identify recognized hazards, screens products and equipment to ensure appropriate safety standards are met. Maintains record keeping systems for safety and loss statistics. Researches, reviews and interprets federal, state and local safety laws and regulations. Ensures reporting compliance with all required state and federal agencies. Assists in safety program activities/committees within all city departments. Interacts with employee organizations as necessary; may assume supervisory responsibility when assigned. Performs other related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a safety training program.
- Safety program development and implementation.
- Principles of project organization and coordination.
- Methods and techniques of research, statistics, and analysis.
- Accident investigation techniques and accident/incident record keeping techniques.
- Principles and practices of business writing and report preparation.
- Principles and practices of record keeping.
- Pertinent Federal, State and local occupational, environmental safety and health laws, codes and regulations.
- Principles and practices of effective customer service.
- Procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of supervision.

Ability to:

- Develop, coordinate and deliver effective safety and training programs, ensuring compliance with appropriate safety practices and regulations.
- Recommend and implement appropriate goals, objectives, policies and procedures for providing effective safety programs.
- Read, interpret and apply a variety of regulations and requirements related to industrial and occupational safety.
- Conduct research, interpret data, and prepare complete and accurate reports and recommendations.
- Conduct accident and workplace safety investigations; identify existing or potential hazards.
- Understand and synthesize the operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Participate in the preparation and monitoring of assigned budget.
- Work independently in the absence of direct supervision.
- Effectively represent the City to outside individuals and agencies to accomplish goals and objectives.
- Interpret and apply general and specific established Federal, State and local statutes, guidelines, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise reports according to established guidelines.
- Establish and maintain effective relationships with those contacted in the course of work.
- Operate and use modern office equipment.

EXPERIENCE AND TRAINING GUIDELINES

Experience: Minimum of five (5) years of professional full-time experience in occupational Safety and Health work. Qualifying experience must include inspecting facilities and equipment for compliance with Federal and Sate codes and regulations, and conducting field investigations involving the interpretations, conducting safety trainings, application and enforcement of OSHA codes and regulations.

Training: A Bachelor's degree from an accredited college or university in Occupational Safety and Health, Industrial Hygiene, Safety Engineering or a related field of study is required.

Licenses/Certificates:

- Possession of, or ability to obtain, a current California Driver's License. A California Driver's License is required and must be maintained throughout employment.

Note: Recent work experience is defined as work experience within the past six (6) years.

WORKING CONDITIONS

Environmental Conditions: Primarily indoors/office environment. Occasional field work and travel from site to site; may be exposed to heat, inclement weather, air contamination, confined work space, dust, fumes, odors or gases and vibration, heights, high levels of noise and hazardous materials.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking, or standing for prolonged periods of time; climbing even and uneven surfaces such as hillsides, embankments, ladders and stairs; bending, squatting, and stooping; reaching above and below shoulder level to retrieve items; lifting, pushing, pulling, and carrying up to 50 pounds; speaking and hearing to exchange information; eyesight and hearing in the normal visual range with or without correction. .