



JULY 2012
FLSA: EXEMPT

SAFETY AND HEALTH REPRESENTATIVE

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under direct supervision, performs a variety of activities to support the safety, health, industrial hygiene, and disaster preparedness needs of the District; assists other staff with the development, implementation, and administration of assigned programs, policies, and procedures; provides information and training; conducts and assists other staff with audits, investigations, and regulatory interpretation; performs a variety of routine administrative and technical tasks as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory and/or management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the Safety and Health series that provides general support to an assigned area. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Senior Safety and Health Representative level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Safety and Health Representative in that the latter performs the full range of duties assigned to the class series and is responsible for the more complex programs and projects that require a higher level of knowledge and skill and that, in collaboration with other staff, may have District-wide impact.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of various safety, health, industrial hygiene, disaster preparedness, and emergency response programs, policies, and procedures; ensures workplace safety for employees by increasing safety awareness.
- Assists with the integration of safety, health, industrial hygiene, disaster preparedness, and emergency response programs into the business processes of the District.
- Provides training and technical assistance and support for District personnel.
- Audits construction and maintenance projects; reviews OSHA records, contractor safety procedures and programs, employee training certifications, and other documentation; conducts and completes job

- hazard analysis, confined space entry analysis, and hot work permits; assigns work restrictions.
- Attends construction management pre-job meetings and conducts contractor safety orientation meetings; assists in the development of emergency response and evacuation procedures for contractors; coordinates contractor work activities; inspects work sites for compliance; reports discrepancies; recommends corrective action.
- Reviews and issues safety work order requests; determines priority of request; monitors status of work completed; provides technical assistance as needed.
- Conducts audits, industrial hygiene evaluations, and risk analyses; prepares reports regarding safety and emergency response issues.
- Participates in developing program objectives, designing, and conducting safety training programs; develops and/or recommends purchase of training materials; conducts initial and refresher training classes for area of assignment; participates in developing and organizing specialized training as needed.
- Assists in completing and maintaining required health and safety documentation and records; prepares reports including those concerning new or ongoing programs and program effectiveness.
- Maintains awareness of new developments in the field of safety; incorporates new developments as appropriate into programs; attends training as necessary.
- May serve on various safety-related groups and committees; represents the District at assigned committees including IDEA, Small Projects, and Safety Committees.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, operations, services, and activities of safety, industrial hygiene, environmental engineering, and emergency response programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of regulatory compliance.
- Basic principles and applications of critical thinking and analysis.
- Basic methods and techniques of developing and conducting safety training programs.
- Principles and procedures used in the proper handling of chemicals and hazardous waste.
- Occupational hazards and standard safety practices.
- Uses, operating characteristics, and limitations of safety equipment.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature and develop the ability to use independent judgment and personal initiative.
- Perform a variety of duties supporting assigned safety and health programs.
- Assess safety training needs; assist in developing and coordinating safety training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Apply critical thinking and analysis in completing assignments.
- Investigate accidents and unsafe working conditions and provide recommendations to prevent reoccurrence.
- Ensure compliance with appropriate safety practices and regulations.

- Learn the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and summarize data and prepare clear and concise reports.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques effectively.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSA.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in safety, industrial hygiene, environmental engineering, or a related field; AND,
2. One (1) year of safety experience in an industrial setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites and to investigate accidents, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen and make detailed inspections; color vision to identify materials and structures; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to operate standard office equipment, and appropriate inspection and/or safety equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are exposed to loud noise levels, cold and hot temperatures,

inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.