



JULY 2012
FLSA: EXEMPT

SAFETY AND HEALTH SUPERVISOR

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 general direction, supervises, assigns, reviews, and participates in the work of staff responsible for workplace safety, health, security, and emergency preparedness and response program services; develops, implements, and administers programs, policies, and procedures; plans, organizes, directs the development of, and manages a wide variety of safety, security, industrial hygiene, safety training, and emergency preparedness training programs; ensures work quality and adherence to established policies and procedures; performs the most technical and complex tasks relative to assigned areas of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises direct and general supervision over assigned professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Safety and Health division that exercises independent judgment on diverse and specialized safety, health, security, and emergency response functions and has significant accountability and ongoing decision-making responsibilities associated with the work. In addition, incumbent is responsible for ensuring District-wide compliance with OSHA regulations.

Has accountability for compliance auditing and reporting on program development and implementation. The incumbent organizes and oversees day-to-day program administration and is responsible for providing professional-level support to assigned management staff in a variety of areas.

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.

- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for safety, health, security, and emergency preparedness response programs and services.
- Establishes schedules and methods for providing services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Provides effective customer service within a diverse organization.
- Plans and oversees comprehensive District-wide programs to ensure compliance with OSHA regulations governing workplace health and safety; develops technically sound cost-effective solutions for compliance.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and

- improvements to existing standards and procedures.
- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Participates in the selection of safety staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Prepares and administers assigned division budgets; submits budget recommendations; monitors expenditures.
- Reviews current and proposed regulatory requirements to determine impact on the District; provides feedback to the regulatory agencies as appropriate.
- Directs workplace health and safety studies to assess risks and develop remedial strategies and procedures.
- Oversees the development and delivery of training programs in support of divisional goals; audits programs and standards to ensure continued compliance from a performance and administrative standpoint; recommends and implements changes as appropriate.
- Participates in developing and overseeing the implementation of the emergency response program.
- Participates in overseeing accident and incident investigations including notification of appropriate personnel; reviews accident and incident records; identifies trends and recommends corrective and preventative actions.
- Oversees and participates in the development and maintenance of a comprehensive security program to protect District assets; inventory of security levels and procedures; long range planning and recommendations on priorities and levels; enhancements to ensure a high state of readiness; coordinates security planning activities with the Risk Management Program.
- Oversees contract security services, creating access protocols, and evaluating systems; coordinates the design, installation, and implementation of security site improvements related to capital improvement projects; reviews construction plans and evaluates operational performance of security enhancements to ensure accurate system utilization.
- Performs the most technical and complex tasks of the work unit including preparing analytical and statistical reports on operations and activities and developing correspondences and memoranda; makes presentations to District employees and management regarding safety, health, security, and emergency preparedness response programs and services.
- Participates in the development and maintenance of the District's Integrated Emergency Response Plan (IERP), including updating changes to reflect regulatory requirements and coordinating training and annual drills.
- Acts as Incident Commander or Safety Officer in the event of an emergency; obtains resources to effectively respond to emergencies or disasters.
- Recommends acceptable personal protective equipment and safety equipment for use by District personnel; meets with vendors to source and evaluate equipment; approves purchase of equipment.
- Oversees and participates in the development of policies and procedures for storage, handling, and disposal of hazardous substances.
- Prepares analytical and statistical reports on operations and activities.
- Represents the District in presentations to Board of Directors, senior management, outside agencies and regulatory entities; coordinates program activity; develops interagency mutual aid agreements; communicates and shares information to improve/ ensure compliance; participates on various committees and teams.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of safety, health, security, and emergency response; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Methods and techniques of conflict resolution and negotiation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles and applications of critical thinking and analysis.
- Advanced principles, practices, operations, services, and activities of safety, health, security, and emergency response programs.
- Principles and practices of regulatory compliance.
- 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.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- 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 effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Apply critical thinking and analysis to a broad range of situations.
- Effectively communicate, negotiate, and influence behavior at all levels both internally and externally.
- Oversee administration of various safety, health, security, and emergency preparedness response programs.
- Assess safety training needs; develop and coordinate safety training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Direct and oversee the investigation of accidents and unsafe working conditions and the development of recommendations to prevent reoccurrence.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Make sound, independent decisions within established policy and procedural guidelines.

- Effectively represent the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data.
- 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 and advanced methods in reaching independent decisions.
- 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 OCSD.

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. Six (6) years of increasingly responsible experience with safety, industrial hygiene, environmental engineering, or related experience, including four (4) years at a level comparable to a Safety & Health Specialist, or two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid specialized certification, such as CIH, CSP, ASP, OHST, CHST.

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 and to operate standard office 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 30 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 occasionally 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.