



**DECEMBER 2018
FLSA: EXEMPT**

SAFETY AND HEALTH SPECIALIST

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 supervision or direction, coordinates and oversees activities in support of the safety and health, security and emergency response projects, and needs of the District including developing, implementing, and administering programs, policies, and procedures; develops and conducts training programs; provides information, regulatory interpretation, and technical support to District personnel; performs a variety of complex administrative and technical tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from the assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the third of three (3) levels within the risk management job series. Employees perform the most difficult and responsible assignments, projects, analyses, and programs assigned to classes within this series requiring advanced knowledge of the concepts, practices, procedures, and policies of health and safety programs including security and emergency response. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and provide leadership to less experienced health and safety staff. Responsibilities may include the oversight of programs and/or projects and leads by example. This class is distinguished from the Safety and Health Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities for the division and for the full supervision of assigned professional, technical, and administrative support staff. The Safety & Health Specialist is required to have designated safety certification.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Plans, organizes, coordinates, and oversees the development and implementation of various safety, health, industrial hygiene, security, disaster preparedness, and emergency response programs, policies, and procedures; establishes an environment of workplace safety for employees by increasing safety awareness.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Coordinates and oversees the integration of safety, health, industrial hygiene, disaster preparedness, and security and emergency response programs into the business processes of the District.

- Conducts audits, inspections, or evaluations; makes recommendations on remedial measures for potentially hazardous workplace conditions.
- Plans, directs, and provides training and technical assistance and support for District personnel.
- Participates in the development of policies and procedures for storage, handling, and disposal of hazardous substances; investigates and provides technical support on hazardous substance spills; conducts site assessments and remediation projects; recommends corrective or preventive action.
- Coordinates and reviews the purchase of hazardous materials; determines potential impact on employee health; identifies and studies hazardous waste generated from new materials; determines and develops appropriate disposal methods; identifies, collects, packages, and prepares hazardous waste for shipment to appropriate facilities; tracks shipments.
- Investigates workplace accidents or incidents; recommends corrective action plans to appropriate personnel.
- Conducts various audits and inspections of District offices, facilities, and worksites; identifies unsafe conditions; assesses District compliance with applicable Federal, State, and local laws, rules, and regulations; analyzes data to identify trends; prepares reports; defines control measures; monitors corrective action plans; recommends process improvements and policy and procedural changes.
- Conducts industrial hygiene evaluations for noise, ergonomics, chemical exposures, illumination, and other physical and chemical hazards.
- Develops program objectives and designs and conducts safety training programs; develops and/or recommends purchase of training materials; conducts initial and refresher training classes for areas of assignment; develops and organizes specialized training as needed.
- Acts as Incident Commander or Safety Officer in the event of an emergency; obtains resources to effectively respond to emergencies or disasters.
- Reviews engineering drawings as needed; participates in determination of contractor qualifications; provides safety briefings for onsite contractors and vendors.
- Monitors and recommends improvements to protective equipment and gear.
- Represents the District with outside agencies and regulatory entities; coordinates program activities; develops interagency mutual aid agreements; communicates and shares information to improve/ensure compliance; participates on various organization-wide and interagency committees and teams.
- Reviews and analyzes proposed and existing related legislation; determines impact on assigned operations; prepares comments and recommendations regarding the impact on the District; assists with the preparation and presentation of program recommendations to the Board for approval.
- Completes and maintains 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 and emergency response; incorporates new developments as appropriate; attends training as necessary.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of safety and health; researches emerging products and enhancements and their applicability to District needs.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, operations, services, and activities of safety, industrial hygiene, environmental engineering, and emergency response programs.

- Advanced principles and applications of critical thinking and analysis.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Principles and practices of regulatory compliance.
- Advanced 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.
- Basic principles and practices of leadership.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper work procedures.
- Apply critical thinking and analysis to a broad range of situations and in making decisions and problem solving.
- Identify and implement effective course of action to complete assigned work.
- Perform work of a highly specialized nature requiring the ability to use independent judgment and personal initiative.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Assess advanced and specialized safety training needs; develop and coordinate safety training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Investigate accidents and unsafe working conditions and provide recommendations to prevent reoccurrence.
- Ensure compliance with appropriate safety practices and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Maintain confidentiality 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.
- Utilize a computer, relevant software applications and/or other equipment.
- Ensure adherence to safe work practices and procedures in the workplace.

- Work extended hours, nights, weekends and holidays when necessary.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Effectively 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 effective 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. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in safety, industrial hygiene, environmental engineering, or a related field; AND,
2. Five (5) years of work experience in industrial hygiene, environmental engineering, safety, or related experience.

Licenses and/or Certifications:

- Valid California Class C Driver's License.
- Valid Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP) Certification.

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; ability to travel to various District sites, projects and/or meetings; 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, 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 10 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.