



DECEMBER 2018
FLSA: EXEMPT

SENIOR 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 general supervision or direction, performs a wide variety of activities to support the safety, health, industrial hygiene, and disaster preparedness needs of the District; develops, implements, and administers 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 to complex administrative and technical tasks as assigned; 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 coach and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This classification is the second of three (3) levels within the risk management job series. Employees at this level perform more difficult assignments, projects, analyses, and programs assigned to classes within this series, receive only occasional instruction or assistance as new or unusual situations arise, and have full and thorough knowledge of the concepts, practices, procedures, and policies of health and safety programs. Responsibilities may include guidance on programs and/or projects. This class is distinguished from the Safety and Health Specialist in that the latter is responsible for coordinating and overseeing safety and emergency response activities and providing functional and technical direction to less experienced staff. The Senior Safety & Health Representative 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.

- Develops, implements, and administers various safety, health, industrial hygiene, disaster preparedness, and emergency response programs, policies, and procedures; ensures 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.
- 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 to ensure OSHA compliance; 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.
- Participates in award determination of construction projects by reviewing contractor safety and loss records and making recommendations.
- 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 remedial measures and 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.
- Conducts accident and Hazardous Energy Control investigations; reports findings to appropriate personnel.
- Assists with inspections conducted by outside agencies.
- 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 area of assignment; participates in developing and organizing specialized training.
- 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; incorporates new developments as appropriate into programs; attends training as necessary.
- Serves on various safety-related groups and committees; represents the District at assigned committees including IDEA, small projects, and safety committees; may serve as safety officer in events requiring Incident Command System activation.
- Provides leadership and guidance to others on assigned programs and/or projects. 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 resource 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:

- 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.
- Organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Principles and applications of critical thinking and analysis.
- 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.
- 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 guidance and training to less experienced staff.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

Ability to:

- Perform work of a specialized nature requiring the ability the use of independent judgment and personal initiative.
- Perform a variety of professional and technical duties supporting assigned safety and health programs.
- Apply critical thinking and analysis to a broad range of situations and in decision making and problem solving.
- Assess safety training needs; develop and coordinate safety training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Investigate accidents and unsafe working conditions and provide recommendations to prevent reoccurrence.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ensure compliance with appropriate safety practices and regulations.
- 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.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Research, analyze, and summarize data and prepare clear and concise reports.
- Lead subordinate-level staff on programs and projects.
- Train others on proper work procedures.
- Adhere to safe work practices and procedures in the workplace.
- Resolve conflict through supervision in establishing workable solutions and alternative approaches.
- 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.
- Work extended hours, nights, weekends and holidays when necessary.
- Utilize a computer, relevant software applications and/or other equipment.
- 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. Three (3) years of work experience in safety in an industrial setting.

Licenses and/or Certifications:

- Valid California Class C Driver's License.

- Must obtain a valid specialized certification, such as Associate Safety Professional (ASP), Occupational Health and Safety Technician (OHST), and/or Construction Health and Safety Technologist (CHST) Certification within 12 months from date of employment.

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.