

## PRINCIPAL 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 direction, coordinates and oversees activities in support of the safety and health, security and emergency response projects, and needs of OC San including developing, implementing, and administering programs, policies, and procedures; develops and conducts training programs; provides information, regulatory interpretation, and technical support to OC San personnel; provides subject matter expertise and functional and technical direction to lower-level staff; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This classification is the third of three levels within the safety and health job series responsible for performing 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. Positions at this level provide technical and functional direction and leadership to assigned staff. Assignments at this level have significant impact on OC San's operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Safety and Health Supervisor in that the latter has full supervisory authority for planning, organizing, and overseeing the full scope of assigned safety and health functions and programs within the department.

### **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.*

- Serves as an expert and/or internal consultant to management in the development and implementation of OC San's 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.
- Coordinates and oversees the integration of safety, health, industrial hygiene, disaster preparedness, and security and emergency response programs into the business processes of OC San.
- Plans, directs, and provides training and technical assistance and support to OC San 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.
- Conducts various audits, investigations, inspections, and evaluations of OC San offices, facilities, and worksites; identifies unsafe conditions; assesses OC San compliance with applicable federal, state, and local laws, rules, and regulations; analyzes data to identify trends; prepares reports and action plans; defines remedial and control measures; monitors corrective action plans; recommends process improvements and policy and procedural changes.
- 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 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 OC San with outside agencies and regulatory entities; coordinates program activities; develops interagency mutual aid agreements; communicates and shares information of new industry trends and innovations to improve/ensure compliance; researches emerging products and enhancements and their applicability to OC San needs; attends training and participates on various internal 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 OC San; 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.
- Provides leadership and guidance to others on programs and/or projects; as a program and/or project leader, directs, assigns, trains, monitors, and reviews 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; and develops and implements work improvements.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, policy and procedure development, quality control, and work standards.
- Advanced principles, practices, operations, services, and activities of safety, industrial hygiene, environmental engineering, disaster preparedness, and emergency response programs.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Advanced principles and applications of critical thinking and analysis.
- Organization, operation, and services of OC San 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.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Oversee and administer assigned programs and/or projects and promote the individual professional growth and development of less experienced staff.
- Develop and implement OC San's various safety, health, industrial hygiene, security, disaster preparedness, and emergency response programs, policies, and procedures.
- Apply critical thinking and analysis to a broad range of situations and in making decisions and problem solving.
- Develop and implement new or enhanced systems, methods, policies, and procedures; monitor program progress in meeting goals and objectives; evaluate and recommend improvements in operations, procedures, policies, or methods; conduct updates with management staff to inform and advise on program progress; make adjustments as necessary.
- Assess advanced and specialized 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.
- 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.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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 OC San.

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.
2. Five (5) years of increasingly responsible work experience in industrial hygiene, environmental engineering, safety, or related experience.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.
- Must possess a valid Certified Industrial Hygienist (CIH) or Certified Safety Professional (CSP) Certification within 12 months of placement in position.

**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**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- Perform light to medium physical work; lift, carry, push, and pull materials and objects averaging a weight of 51 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person 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.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.
- Wear and use proper Personal Protective Equipment (PPE).

**ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**OTHER REQUIREMENTS**

- May be required to work extended hours, including nights, weekends, and holidays when necessary.

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.