

## **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, performs a variety of activities to support the safety, health, industrial hygiene, and disaster preparedness needs of OC San; 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 duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This classification is the first of three levels within the safety and health job series. The main focus at this level is both a technical and analytical role, with work involving various safety, health, industrial hygiene, disaster preparedness, and emergency response programs. 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-level and exercise less independent judgment and initiative 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 Specialist in that the latter performs the full range of journey-level professional duties assigned, is assigned as program or project leader, and is responsible for the more complex programs and projects that require a higher level of knowledge and skill and designated safety certifications and that, in collaboration with other staff, may have OC San -wide impact.

### **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.*

- 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 OC San.
- Provides training and technical assistance and support to OC San personnel including serving as Safety Officer in the event of Incident Command System activation.
- 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.
  - Researches and coordinates with vendors to ensure employees have access to personal protective equipment (PPE) and/or safety equipment; periodically evaluates job activities and tasks to identify hazards and evaluate PPE.
  - 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.
  - Inspects hazardous waste collection areas for proper storage and signage; coordinates shipments of hazardous waste to appropriate facilities; maintains hazardous materials inventory, hazardous waste management documentation, and Certified Unified Program Agency records in accordance with Department of Toxic Substance Control regulations, as assigned.
  - May serve on various safety-related groups and committees; represents OC San on assigned committees and small projects, and in meetings.
  - Attends and participates in professional group meetings and trainings; stays abreast of new trends, developments, and innovations in the field of safety and health; researches emerging products and enhancements and their applicability to OC San needs; incorporates new developments as appropriate into programs.
  - Ensures established 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:**

- Basic principles, practices, operations, services, and activities of safety, health, industrial hygiene, disaster preparedness, and emergency response programs.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) 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.
- 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:**

- Participate in the development and implementation of various safety, health, industrial hygiene, disaster preparedness, and emergency response programs; monitor and evaluate the effectiveness of programs.
- Apply critical thinking and analysis in completing assignments.
- Assess safety training needs; participate in developing and organizing specialized training.
- 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 OC San and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- 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.
- 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.
- Independently organize own work, set priorities, and follow-up on assignments.
- 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.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.

**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.