

## **SAFETY INSPECTOR**

*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 direction, administers and implements OC San's construction safety program; inspects capital improvement program (CIP) projects and maintenance construction work performed by contractors to ensure contractual compliance with OC San and Occupational Safety and Health Administration (OSHA) safety requirements; coordinates construction requirements with OC San safety requirements; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This classification is responsible for performing the full range of duties related to inspection of construction projects for conformance with OC San and OSHA regulations and safety standards. Positions perform difficult and responsible assignments requiring the use of considerable discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of the OC San's construction safety program. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Safety and Health Specialist series in that the latter classifications are responsible for functional oversight, development, and implementation of safety and health programs and initiatives for OC San.

### **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.*

- Works with contractors to establish and maintain a safe construction project for employees, customers, and the public; ensures all construction work is completed within OC San requirements and in adherence to established safety precautions; corrects and/or stops work if unsafe practices or conditions are observed; reports unsafe work conditions/practices to assigned supervisory or managerial staff as necessary.
- Issues high hazard permits; conducts and completes job hazard analysis, confined space entry analysis, and hot work permits; assigns work restrictions.
- Reviews, comments on, and suggests or makes appropriate changes to contractor's work safe environment, safety plans, and traffic control plans and devices; inspects and monitors contractor's responsibilities to implement environmental management practices and maintain compliance.

- Conducts job site safety analysis and safety orientations for onsite contractors and vendors prior to commencing work; conducts field inspections of all contractor/vendor activities, documents safety violations, and notifies project management; ensures implementation of Contractor Corrective Action Plans; investigates incidents and accidents; and advises OC San staff on safety compliance issues and requirements.
- Audits construction and maintenance projects to ensure OSHA compliance; reviews OSHA records, contractor safety procedures and programs, employee training certifications, and other documentation.
- Attends pre-bid, pre-construction, progress, and project safety meetings; assists in the development of emergency response and evacuation procedures for contractors.
- Participates in award determination of construction projects by reviewing contractor safety and loss records and making recommendations.
- Completes and maintains required health and safety documentation and records; prepares reports including those concerning new or ongoing programs and program effectiveness.
- Serves on various safety-related work groups and committees; maintains awareness of new developments in the field of construction safety; incorporates new developments as appropriate into programs; attends training as necessary.
- 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:**

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles, practices, operations, services, and activities of construction projects.
- Principles, practices, terminology, and procedures of modern construction installations.
- Methods and techniques of conducting job safety analysis and incident/accident investigations.
- Methods and techniques of developing and conducting contractor safety training programs and developing, reviewing, and implementing traffic control plans.
- Occupational hazards, standard safety practices, and OSHA regulations and standards.
- Operational characteristics of a variety of specialized safety inspection and test equipment, tools, and apparatus.
- 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:**

- Maintain a comprehensive contractor safety program including issuance of high-hazard work permits.
- Conduct construction safety inspections and job site safety and health audits.
- Review contractor safety and health program and related submittals in compliance with applicable contract, federal, and state requirements and OC San policies; issue permits as appropriate.
- Monitor and review contractor incident reports and corrective actions.
- Assess safety training needs; develop and coordinate safety training programs in assigned area; participate in developing and organizing specialized training.
- Investigate accidents and unsafe working conditions, stop work if unsafe work practices or conditions are observed, and ensure implementation of contractor corrective action plans.
- Ensure staff, contractors, and vendors working on OC San construction projects comply with

- appropriate safety practices and regulations.
- Understand the operation, projects, and services of OC San and of outside agencies as necessary to assume assigned responsibilities.
- Read and interpret construction designs, 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, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural 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. High school diploma or G.E.D. supplemented by specialized training or coursework in safety, construction inspection, industrial hygiene, environmental engineering, or a related field.
2. Five (5) years of work experience performing safety inspections on public works construction projects.

#### **Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.
- Must possess a valid Construction Health and Safety Technologist (CHST) Certification, Associate Safety Professional (ASP), or Occupational Health and Safety Technician (OHST) within 12 months from date 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.