SOUTH COAST WATER DISTRICT

SAFETY SPECIALIST

DEFINITION

This position is located in the Environmental Health and Safety Office and performs a variety of duties in the implementation, inspection, and coordination of the District's comprehensive safety program in compliance with Federal, State and local safety, health and environmental laws and regulations; performs field inspections of District facilities, equipment, and job sites and ensures compliance with regulations; maintains and coordinates on-going programs to provide training for employees on safety procedures; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Environmental Health and Safety Manager. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a single-position class that serves in a dual function with responsibilities spanning the full range of routine to complex duties related to the planning, coordination, and implementation of the District’s Comprehensive Safety and Environmental Compliance Program. Examples of safety program plan documents and procedures that may be coordinated, revised, and implemented including confined space entry, personal protective equipment (PPE), Hazard Communication/Safety Data Sheets, and electrical safety, among others. This class will support the EHS Office through facility safety and compliance inspections in addition to other tasks. The class is responsible for developing and administering comprehensive safety programs in compliance with Federal and State laws, including the District’s Injury and Illness Prevention Program (IIPP). This classification is also responsible for maintaining and administering the District’s program of preventative and periodic inspection, maintenance, and repair of safety equipment, including self-contained breathing apparatus and gas detectors.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- Develops new programs and builds out existing programs related to workplace health and safety.
- Coordinates safety, accident prevention, accident investigation and analysis, job-hazard analysis, and training needs assessment activities to maximize workplace health and safety, and ensures compliance with relevant regulations.
- Implements and enforces the District's safety policies/procedures in accordance with Federal and State safety laws, rules and regulations.
- Performs safety audits, investigates work-related accidents and injuries, and recommends measures to prevent occurrences.
- Conducts a variety of field safety inspections, including hazard assessments, facility, equipment, and job site inspections, personal protective equipment (PPE) inventory and inspection. Ensures compliance with all safety policies and procedures; prepares reports on each inspection conducted and recommends necessary corrections; follows up on actionable items to ensure correction.
- Coordinates "right-to-know" programs (e.g. Safety Data Sheets) regarding hazardous chemicals or other substances. Submits and maintains Certified Unified Program Agency (CUPA) required Business
Emergency Plans and Hazardous Materials Disclosure Statements (chemical inventory at each district facility).

- Tracks inspection reports and findings in CMMS database or other relational database software and/or excel.
- Ensures compliance with certification and safety regulations.
- Provides technical assistance to field department managers and staff related to gas detectors, sensors, bump tests, docking stations, and performs associated record keeping. Orders gas detector parts and service as necessary from approved safety vendor(s).
- Interprets and explains regulatory and safety guidelines; coordinates the communication of EHS-related information to all District staff.
- Recommends, implements, and assists in the execution of a variety of workplace safety, industrial hygiene, and safety training programs to prevent injury and occupational illness.
- Provides environmental, health and safety technical support to District staff.
- Keeps accurate records of employee training, informs employees of training opportunities, and evaluates employee training needs.
- Conducts employee safety training seminars and workshops on EHS-related programs. Evaluates the effectiveness of both contracted and in-house safety training performed. Demonstrates the proper use of safety equipment, as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains accurate records of work performed.
- Coordinates with EHS Manager and Human Resources staff to ensure the medical monitoring program is adequate and compliant. Coordinate with occupational health clinic, as necessary, and in coordination with Human Resources.
- Respond to after-hours emergencies for accident investigation purposes.
- Conducts public outreach activities associated with environmental, health, and safety topics, including emergency preparedness.
- Acts as the District Safety Officer when the Emergency Operations Center/ Department Operations Center is activated.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to employee health and safety.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines related to assigned duties, including California Fire Code, Certified Unified Program Agency (CUPA), JPIA, Cal/OSHA, and California Health and Safety Code regulations and requirements governing workplace health and safety.
- Industry best practices with respect to environmental, health, and safety compliance and operations.
- Modern principles and practices, technical and legal issues, and research methods related to safe work practices of a public agency and related training and educational materials.
- Occupational hazards, safety and security devices used in water distribution and wastewater collection facilities.
- Hazardous materials chemistry, management, and disposal.
- Safe work practices, programs, procedures and policies.
- Basic principles and techniques of employee training.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Basic addition, subtraction, multiplication, division, and statistics.
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals.
- Safe driving rules and practices, including DOT commercial driver requirements.
English usage, spelling, vocabulary, grammar and punctuation.

 Techniques for dealing effectively with the public, vendors, contractors and District staff, in person, over the telephone, and via email.

 Techniques for providing a high level of customer service to public and District staff, in person, over the telephone, and via email.

 The Incident Command System (ICS) specifically with relation to the Safety Officer, Liaison Officer, and Planning Section duties.

 Ability to:

 Maintain a professional attitude toward co-workers, supervisors, vendors, outside agencies, and the public.

 Recognize a safety or environmental hazard and suggest an innovative and cost-effective solution.

 Implement advanced EHS solutions upon approval.

 Cultivate an active and modern safety culture.

 Interpret, apply and explain complex laws, codes, regulations and ordinances.

 Access and inspect all worksite areas where safety concerns may exist, including confined spaces and spaces that require respiratory protection.

 Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.

 Initiate and complete complex analyses and studies resulting in recommendations and implementation of systemic changes to workplace health and safety programs (e.g. electrical safety, lock-out-tag-out).

 Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

 Utilize the Microsoft Software Suite (Word, Excel, Power Point, Outlook) as tools for the position.

 Troubleshoot maintenance problems and determine materials and supplies required for repair.

 Make accurate arithmetic calculations.

 Read and interpret construction drawings and specifications.

 Safely and effectively use and operate hand tools, mechanical equipment, power tools, and other equipment required for the work.

 Maintain both manual and automated logs, records, reports and charts.

 Follow department policies and procedures related to assigned duties.

 Understand and follow oral and written instructions.

 Work independently, organize own work, set priorities and meet critical time deadlines.

 Use English effectively to communicate in person, over the telephone and in writing.

 Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

 Establish and maintain effective working relationships with those contacted in the course of the work.

 EXPERIENCE AND TRAINING GUIDELINES

 Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

 Experience:

 Three (3) years of increasingly responsible professional experience in coordinating workplace safety and health programs and/or safety training, and safety inspection. Experience writing safety program documents for Injury and Illness Prevention Plans (IIPPs), Job Hazard Analysis, or other safety program administration tasks is desired. Experience with safety programs related to water or wastewater operations for a state, local or federal government is preferred.
Training:

Bachelor’s Degree in Occupational Safety & Health, Environmental Science, Industrial or Safety Engineering, Public Administration, Business Administration, Facilities Management or related field.

License or Certificate:

➢ Valid California Class C driver license with good driving record.

Preferred Qualifications:

➢ Master’s degree in a related field.
➢ Hazardous Waste Operations and Emergency Operations (HAZWOPER) training.
➢ Certified Safety Professional (CSP); or
➢ Associate Safety Professional (ASP); or
➢ Occupational Health and Safety Technologist (OHST)
➢ Water and/or Wastewater Operational Certifications.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

This position works both in the field and in the office and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, work at heights, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbent may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. Position may require donning recommended Personal Protective Equipment (PPE) for daily tasks or training including fall protection equipment (e.g. harness) and all levels of respiratory protection.

WORKING CONDITIONS

Must be willing to work weekends, holidays, and off-hour shifts for emergency response, accident investigation, and public outreach activities.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.