

SAFETY AND TRAINING SPECIALIST

DEFINITION

Under general supervision, assesses, designs and implements safety training programs; reviews and evaluates work environments; and conducts inspections to ensure compliance with applicable laws, regulations or work rules.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from a Manager or designee. This classification does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Safety and Training Specialists may be assigned to various City departments. Incumbents are responsible for identifying safety training needs; monitoring and providing oversight of safety and corrective processes; and establishing, maintaining and presenting safety and training programs. Incumbents provide training on equipment and procedures and retraining for those employees who have experienced safety or work-related accidents or injuries. This classification differs from the Senior Safety and Training Specialist in that incumbents of the latter perform the more difficult and complex assignments and may supervise.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Assesses and researches safety training needs and programs as determined by reviews of accident/injury reports, needs assessment, safety inspections and mandated safety training requirements.

Develops, implements and coordinates cost effective safety training programs; reviews procedures and other training for safety content; designs criteria to measure effectiveness in meeting organization safety goals.

Conducts training to ensure employees safely operate vehicles, equipment, tools, supplies and materials.

Inspects facilities and other work areas to detect unsafe conditions, and takes corrective action as needed.

Investigates accidents, injuries, illnesses and exposures to determine cause and makes corrective recommendations based upon findings; develops a process or procedure for preventing reoccurrence.

Develops measures to correct unsafe work practices as determined by reviews of accident/injury/incident reports, supervisor reviews and regulatory guidance.

Evaluates employees' safety work practices, provides remedial training and makes corrective recommendations as necessary.

Works with supervisors, injured workers and others to facilitate return-to-work programs.

Develops, prepares and maintains safety related records, reports and other correspondence; collects, compiles and assesses data related to accidents and trends.

Works with Division, Department and City Safety Committees on safety related issues to effectively administer division or departmental safety programs.

Coordinates and participates in safety drills.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

General operating practices hazards, safety rules and precautions of the equipment and working conditions within the assigned division.

Applicable local, state and federal laws, regulations and codes related to health and safety.

Safety training principles and methodology.

Safety training resources.

Accident/injury/incident investigation techniques.

General worker's compensation laws, regulations and claim filing procedures

California Department of Motor Vehicles commercial vehicle pre-trip and road testing procedures.

Ability to:

Design and implement safety training programs.

Make sound policy and procedural recommendations.

Prepare clear and concise reports, records, correspondence and other written materials.

Make clear and concise persuasive oral presentations.

Identify the causes of accidents/injuries/incidents and preventative remedial action.

Operate and demonstrate the safe use of equipment within assigned area of responsibility.

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

Skill to:

Safely operate a motor vehicle.

Operate office equipment including computer equipment.

MINIMUM QUALIFICATIONS

Possession of a High School diploma or equivalent GED completion and an Associate's degree in a related field;

AND

Two years of safety or related experience. Additional related experience may be substituted for the required education on a year-for-year basis.

Special Requirements

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

Depending upon assignment, may be required to obtain a Commercial Class A or Commercial Class B California Driver's License with related endorsements.

Must obtain First Aid and CPR certifications within 60 days of appointment.

May be required to obtain a specialized safety certification to meet the needs of the department.

Must attend ongoing safety training programs, both local and out of the area, which may involve travel and overnight stays.

