

**SOLID WASTE SAFETY AND TRAINING SPECIALIST**

Class Definition

Under general supervision, assesses safety and training needs of the Solid Waste Management Division; designs and implements training programs to meet identified needs.

Distinguishing Characteristics

Solid Waste Safety and Training Specialist is a single position class assigned to the Solid Waste Management Division of the Public Utilities Department. The incumbent is responsible for identifying the training needs of the Division's field personnel, as well as establishing, maintaining and presenting training programs to familiarize new employees with operating procedures and to retrain employees who have experienced safety or work related accidents or injuries. This class is distinguished from Waste Collector Leadworker in that the latter is the advanced working level class in which incumbents participate in solid waste collection and disposal and may provide lead direction to a small crew. It is distinguished from Solid Waste Management Supervisor I in that the latter is the first line supervisory class.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Assesses training needs in the division as determined by reviews of accident/injury reports.

Develops and implements in-house training programs; designs criteria to measure effectiveness in meeting organization goals.

Investigates accidents/injuries to determine causes.

Develops safety measures to correct unsafe work practices as determined by reviews of accidents/injury reports.

Evaluates employees as they operate equipment and makes corrections and suggestions as necessary.

Trains new employees in correct operation of all equipment and safety procedures.

Prepares required records, reports and other correspondence. Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the operating practices, hazards, safety rules, and precautions of safe refuse truck operation.

Knowledge of the California Department of Motor Vehicles\* Commercial Motor Vehicle Pre-trip Inspection and Road Testing procedures.

Knowledge of training principles and methodology.

Knowledge of the availability of training resources.

Knowledge of accident/injury investigation techniques.

Ability to operate and demonstrate the use of refuse equipment.

Ability to design and implement training programs.

Ability to prepare clear and concise records, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to identify the causes of accidents/injuries and preventive steps that can be taken.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum qualifications

Two years of experience in solid waste collection and disposal driving a vehicle requiring a Class B License, or equivalent, which includes one year of lead or training experience.

Necessary Special Requirements

Must possess a valid Class B California Driver\*s License at time of appointment and maintain a valid Class B California Driver\*s License for the entire term of employment in this class.

APPROVED: \_\_\_\_\_

Director of Personnel

DATE: \_\_\_\_\_

MR/LD/djs/07/13/92

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