

## **SAFETY AND RISK SPECIALIST**

### **JOB SUMMARY**

Under general supervision, plans, develops, coordinates, and performs work related to the District's occupational health and safety programs, risk management, workers' compensation and emergency response planning; performs related work as assigned.

### **EXAMPLES OF DUTIES**

*(Duties include but are not limited to the following):*

- Evaluates safety program needs; develops and maintains occupational health and safety manuals, procedures and related documents in compliance with federal and state laws.
- Administers safety programs by monitoring requirements and performing or coordinating employee training, drills, proficiency testing, equipment inspections and worksite inspections; maintains detailed logs and records of all actions.
- Acts a technical resource for supervisors on safety and risk topics; identifies deficiencies and unsafe conditions, coordinates corrective action.
- Conducts regular facility inspections for safety, vulnerability and general security concerns; performs hazard analysis on specific areas or equipment to recommend changes in design, physical barriers, policies or the use of PPE to mitigate risk.
- Determines the quality and type of PPE provided to employees and instructs on proper use, fit and maintenance; tracks issuance and replacement of PPE at recommended intervals.
- Serves as an in-house instructor on a variety of topics from brief tailgates to full classroom instruction; sources outside training vendors when needed; assigns online courses and helps users with online access; orders and maintains safety video inventory.
- Prepares insurance policy renewal materials; processes property and liability claims and coordinates with insurance carrier and operations staff on emergency cleanup efforts.
- Coordinates with management on the workers' compensation program; prepares and files workers' compensation claims; assists with accident and occupational illness investigations and corrective actions; prepares OSHA reports, postings and injury logs.
- Coordinates insurance requirements and waivers for risk transfer events including District tours, open houses, ride-alongs, third party facility access and community/park events.
- Updates and maintains processes and forms for staff and the public to report hazards or incidents; conducts incident and near miss investigations, coordinates corrective actions.
- Facilitates and attends regulatory inspections, coordinates appropriate response; submits monthly and annual regulatory reports.
- Administers the District's DOT commercial driver program including random drug/alcohol testing, BIT inspections, logs, training and recordkeeping requirements.

- Administers the District's respiratory protection program and associated medical surveillance and fit testing.
- Maintains the District's chemical inventory lists and Safety Data Sheet (SDS) database and provides user support; advises on hazardous communication requirements including labeling and storage; prepares and maintains Hazardous Materials Business Plans.
- Assists management with disaster preparedness; updates and maintains the District's Emergency Response Plan (ERP) and related documents; organizes ERP training drills and post emergency briefings; educates staff on emergency communication tools and resources.
- Works with management to develop and implement security protocols and procedures; coordinates security upgrades, modifications and improvements; may oversee building alarms and facility access rights.
- Develops and maintains recordkeeping systems for all safety and risk programs; ensures security of critical and confidential records.
- Organizes and participates in internal safety committees; prepares agendas, minutes and committee communications.
- Works in unison with professional safety agencies, the District's risk management consultant, other public agencies and management to obtain and exchange current developments in health, safety and emergency preparedness pertinent to District operations.
- May be assigned to work on special projects as needed.
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Current federal, state and local occupational health and safety practices and regulations related to the work of a water and/or wastewater utility;
- Construction, maintenance and operations terminology, methods, materials and equipment;
- Electrical hazards and basic mechanical functions;
- Practices, methods, and techniques of health and safety regulatory compliance and safety program development and implementation;
- Safety education and training principles and techniques;
- Workers' compensation rules and regulations;
- Property and liability programs;
- Accident investigation techniques;
- Vulnerability assessments;
- Principles of disaster preparedness and emergency response;
- English usage, spelling, grammar, punctuation, and recordkeeping methods.

### Ability to:

- Develop procedure manuals, programs, brochures, signage, educational material and training schedules;
- Perform technical administrative and analytical work related to occupational safety and risk management;
- Detect and evaluate a wide variety of hazardous conditions and materials;
- Read, interpret and make recommendations based on regulations and best practices to health and safety

hazards with consistency;

- Prepare concise reports and recommendations regarding operational procedures;
- Maintain detailed and accurate records;
- Conduct effective training sessions with the use of audio/visual equipment;
- Communicate clearly both orally and in writing;
- Respond to emergency situations calmly;
- Develop effective resolutions to conflict;
- Act as a positive role model and represent the District in a professional manner;
- Operate a personal computer using word processing, spreadsheet, calendaring and database programs;
- Exercise sound independent judgment within established policy guidelines;
- Observe safe work practices and safety methods;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;
- Establish and maintain cooperative working relationships with staff, the public and those contacted in the course of work.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of increasingly responsible experience administering an occupational safety or related program. Experience in a water and/or wastewater utility is highly desirable.

Education: Associate's degree with an emphasis in environmental health, occupational safety, loss reduction and control or related field; or a high school diploma or equivalent and at least five years of experience administering occupational safety compliance programs.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with the ability to maintain insurability under the District's insurance carrier. 2) Possession of Certified Occupational Safety Specialist (COSS) designation or higher, within twelve (12) months of employment. 3) Possession of a State Water Resources Control Board Water Distribution Operator certificate, Grade I, is desirable.

Completion of safety training or coursework specific to a water/wastewater agency is highly desirable such as confined space, respirator administrator, defensive driving, DOT drug/alcohol regulations, hazardous materials management, ergonomics, CPR/AED, lockout/tagout, heavy equipment operation, herbicide/pesticide application, workers' compensation, risk management and emergency response.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; walk on uneven terrain; on occasion climb steep hills and ladders; occasional repeated bending or stooping; exposure to a computer screen; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 10 pounds; occasionally lift up to 25 pounds; work outside in weather extremes of the local climate; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone; may be required to wear protective apparel including, but not limited to, goggles, face protectors, aprons, shoes and a respirator, as required by OSHA standards.

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