

MEETING DATE 1/09/06

AGENDA ITEM Approval of the Revised Classification Specification for
Safety Technician

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Title SAFETY TECHNICIAN OFFICER

Definition

Occupants of this classification are in the classified service. Under general supervision, plans, directs, supervises, and coordinates loss control, health, and environmental compliance programs to ensure the safety of employees, the public, and City property.

Supervision Received and Exercised

This position reports directly to the Risk Manager but may receive direction from the Claims and Safety Coordinator Assistant Chief Administrative Officer.

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- 1 Develops, coordinates, and implements safety, health, and environmental compliance policies and procedures including industrial hygiene, job safety analysis, and health education programs.
- 2 Develops, monitors, and coordinates, and assists in developing safety program activities/committees of City departments, including accident prevention and loss reduction programs.
- 3 Investigates field operations and working conditions for unsafe and hazardous practices, for faulty equipment, and unsafe housekeeping practices. Makes recommendations and reports on safety practices to eliminate potential safety hazards.
- 4 Maintains recordkeeping systems for safety and loss statistics, CALOSHA and safety logs. Prepares reports showing loss control program results.
- 5 Consults with management personnel and employees on loss control matters to prevent injuries, occupational diseases, vehicular collision, and damage to equipment and material belonging to the City. Works with departments to gain cooperation and support for City-wide risk control objectives.
- 6 Develops and maintains a resource center for safety training aids, films, videos, and literature on a City-wide basis. Implements accident/incident investigation training for City employees.
- 7 Keeps informed on all relevant laws, regulations, and issues pertaining to safety. Researches, reviews, and interprets federal, state, and local safety laws and regulations to ensure City compliance.
- 8 May assist in the investigation of workers' compensation claims. Assures the maintenance of accurate logs, provides information on the number of days lost time, third party possibilities, questionable claims, and number of days on light duty.

Minimum Knowledge, Skill and Ability

Knowledge of

State labor code sections pertaining to workers' compensation and industrial safety
Safety programs and procedures
Methods of reducing the frequency and seriousness of industrial accidents

Skill and Ability to

Make investigations, determine the cause of accidents, and initiate corrective actions to improve safety
Establish and maintain effective working relationships
Communicate effectively in both verbal and written form
Analyze data and reach sound conclusions

License and Certificate

Possession of a valid California Class C driver's license

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associate of Arts Degree with major course work in safety, industrial safety, or loss control or possession of an Association of Loss Control Management Certificate, and two years of experience in loss control or in the development of industrial safety programs

Physical Requirements and Working Conditions

Require vision (which may be corrected) to read small print
Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job
Is subject to office and outside environmental conditions