

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

SAFETY AND TRAINING COMPLIANCE OFFICER

DEFINITION

Under general supervision or direction of the Director of Water and Wastewater Resources or the Director's authorized personnel, develops, monitors, conducts, and administers the Department's occupational health and safety and environmental programs and Water/Wastewater industrial training program in compliance with federal, state, and local safety, health, and environmental regulations, as well as industry standards; develops, implements and administers safety and training policies, procedures and directives; evaluates effectiveness of safety and training programs, implements new programs and procedures as needed; assists in the administration of the risk management program; acts as the Department's Safety Officer; and performs other duties as assigned.

EXAMPLES OF DUTIES

Develops, coordinates, oversees, and participates in the day-to-day operations of Department-wide occupational health and safety programs designed to reduce risk, ensure workplace safety, and prevent injury, occupational illness, and damage to property; develops, coordinates, and administers the Water/Wastewater industrial training program to improve knowledge, skills, and abilities of employees; performs a variety of professional level duties involved in the development, organization, implementation, and coordination of a variety of safety and industrial programs, including training, safety, and environmental compliance programs. Reviews, develops, and updates Department-wide health and safety related policies and procedures for compliance with State and Federal rules and regulations; maintains functional Department safety-related manuals and documentation, including preparing and distributing appropriate communications. Monitors legislative and regulatory changes at the Federal, State, and local levels, as well as trends and innovations in the field of occupational health and safety; determines applicability of administrative and regulatory requirements; advises assigned supervisor regarding the impact of regulations on Department operations; provides updates to Department staff on pertinent issues; and acts as liaison between regulatory agencies and Department management as necessary. Establishes, implements, and coordinates safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other health and safety related training; maintain records and database; prepares and presents reports to

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Department management as needed. Develop safety training and industrial training plans for new employees. Conducts and monitors Department facility and site inspections, job hazards analyses and other evaluations to identify hazards and potential risks; makes recommendations to assigned supervisor and implements appropriate and approved corrective actions for compliance with Federal, State, and local safety, health, and environmental regulations, as well as industry standards. Conducts audits of corrective action to ensure compliance with regulations and corrective actions. Develops and maintains the Department's Injury and Illness Prevention Program, Safety Manual, and Training Program. Performs related report preparation and record maintenance for Environmental Protection, Fire Protection, Hazardous Waste Management, and Occupational Safety. Develops and maintains Department's hazardous material business plans (HMBP) and petroleum storage tank permitting in compliance with Environmental and local Fire Department Regulations. Maintains and updates the Department's Safety Data Sheet (SDS) database. Conducts thorough audits, investigations and analysis of accidents, incidents and injuries; develops findings, prepares reports, and makes recommendations to assigned supervisor of corrective actions and preventative measures; assesses incident statistics to determine requirements for new or modified training. Maintains a library of reference materials on training records and coordinates the acquisition of training materials, including manuals, technical resources, videos, recordings, and self-instruction workbooks. Coordinates necessary safety certification and license obtainment and renewal for Department employees. Develops and administers contractor safety program, including reviewing contractor health and safety work plans for Department projects, serving as the Department's subject matter expert, and working with vendors and consultants for matters related to safety compliance, and providing contractors with appropriate hazardous materials communication in compliance with applicable regulations. Builds and maintains positive working relationships with co-workers, other City employees, and the public: performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: The basic principles of training policies, regulations, specifications, and requirements governing industrial safety, environmental compliance, and accident prevention for industrial and office environments; principles and practices of assessments, inspections, and investigations as related to job responsibilities; principles and practices of employee training and instructional methods and techniques; practices of water system operations, wastewater treatment plant operations, and general office activities; rules and regulations pertaining to the handling, storage, and disposal of hazardous and toxic materials; practices, methods, materials, and equipment used in air

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and noise exposure monitoring; occupational hazards and standard safety procedures; modern office practices, methods, and computer equipment; applicable Federal and State laws; City, District, Department, and Division regulations, codes, policies, and procedures; recordkeeping principles and procedures; principles and practices of program development, implementation, review, and evaluation; computer applications related to the work, including asset management, word processing, spreadsheet and database applications; techniques for effectively representing the Department in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; techniques for providing a high level of customer service to public and Department staff, in person and over the telephone.

Ability to: Plan, schedule, assign, and oversee activities of an efficient and functional occupational health and safety program and Water/Wastewater industrial training program; communicate essential program functions clearly and effectively to all levels of staff; inspect the work of others and maintain established quality control standards; train others in work procedures; analyze data and information using established criteria in order to determine consequences and to identify and select alternatives; oversee and participate in safety related projects, studies, and programs; meet the requirements to wear respiratory protection or other safety equipment; develop, modify, implement, and coordinate the provision of a variety of safety and industrial training pertinent to water and wastewater operations, environmental compliance; investigate and analyze a variety of plant, field, and office operations in order to implement and provide effective training and safety programs for a variety of staff covering a wide spectrum of operations and areas; prepare and maintain both manual and automated safety logs, records, reports, and charts; recognize unusual, inefficient, or dangerous operating conditions; represent the Department in matters related to safety, occupational health, and environmental compliance programs as required; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; assemble data, prepare reports and notices, and maintain records of testing and findings; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; perform work in confined spaces, following required confined space entry procedures; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure and in inclement weather, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

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Education:

Graduation from High School or equivalent. Bachelor's or Master's degree majoring in industrial engineering, safety engineering, occupational health, or closely related field desirable.

Experience:

Three (3) years of experience in the areas of workplace safety and employee training, including at least one (1) year of which involved administration of a comprehensive safety and accident prevention program. Five (5) years of experience in the areas of workplace safety and employee training, including at least three (3) years of which have involved administration of a comprehensive safety and accident prevention program desirable.

License/Certification: Possession of a valid Class C California Driver's License; possession of a Cardiopulmonary Resuscitation and Emergency Cardiac Care Provider certificate and First Aid certificate or the ability to obtain one within 12 months of appointment

The following certifications are highly desirable:

- Certification by the Board of Certified Safety Professionals as a Certified Safety Professional (CSP) and an Associate Risk Manager (ARM)
- Certification by the State Water Resources Control Board in Water Treatment, Water Distribution, or Wastewater Treatment
- Certification by the California Water Environment Association in Mechanical Maintenance, Electrical/Instrumentation, or Environmental Compliance Inspection

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, climbing, lifting and carrying. May have to work on ladders, in tunnels and confined spaces, hazardous atmospheres and in protective garments. May work in adverse conditions which require exposure to inclement weather, noise, noxious odors, gases, or contact with water and/or wastewater.

6/2018