



## Workplace Health and Safety Officer

Class Code:  
071

### DEFINITION

Under direction from the Health and Safety Supervisor, independently plans, coordinates, and implements a comprehensive occupational health and safety program for the District; prepares and administers the annual budget for areas of responsibility; initiates complex analyses and studies resulting in recommendations and implementation of systemic changes to workplace health and safety programs; provides consultation and expertise to District management and staff; exercises functional authority over District staff in essential matters of health and safety; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS

**Workplace Health and Safety Officer** is a specialized professional classification. Under general direction within a framework of established policies and procedures, the incumbent performs a full range of routine to complex duties related to the planning, coordination and implementation of a comprehensive health and safety program for the District; the provision of consultation and expertise to District management and staff; and functional direction of District staff relative to essential matters of health and safety. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This class is distinguished from the Health and Safety Supervisor which is a mid-management classification responsible for District-wide emergency preparedness and response activities, security operations, hazardous materials management program regulation compliance and provides direction to the Workplace Health and Safety Officer.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops, coordinates and supervises the implementation and maintenance of a comprehensive District-wide occupational health and safety program designed to prevent injury, occupational illness and damage to property.
- Drafts and recommends District-wide health and safety directives and maintains District safety-related manuals, including the preparation and distribution of appropriate updates.
- Determines applicability of administrative and regulatory requirements and other health and safety laws and implements applicable regulations and standards; maintains current knowledge of legislation, regulations and practices in health and safety and advises District management regarding the impact on District operations.
- Represents the District in inspections and hearings conducted by Cal/OSHA and other regulatory agencies, and is responsible for Cal/OSHA reporting compliance.
- Establishes and implements safety training objectives; plans and schedules health and safety training; conducts or provides for health/safety related training; and maintains records and a database of employee training, medical examinations, licenses, and

certifications.

- Conducts and supervises facility and site inspections, job hazards analyses and other evaluations to identify hazards and potential risks; makes recommendations to managers as required and implements appropriate corrective actions; conducts audits of corrective actions to ensure compliance with regulations and corrective action plan.
- Conducts post-accident investigations; develops and chairs a District accident review committee; makes recommendations for changes in equipment and or processes to correct unsafe conditions; assesses incident statistics to determine requirements for new or modified training.
- Chairs the District Wide Safety Committee and serves on industry-based safety committees.
- Provides consultation and expertise to and exercises functional authority over District staff in essential matters of safety and health.
- Acts as resource person offering advice and consultation to District staff within area of expertise and program responsibility.
- Prepares, recommends, and administers budget for areas of responsibility.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a Bachelor's degree or equivalent education from an accredited college or university with major course work in industrial engineering, safety engineering, occupational health or closely related field and four (4) years of responsible professional experience in workplace safety and employee training work, with at least two years experience in the administration of a comprehensive safety and accident prevention program. Experience in a water or wastewater utility is desirable.

### **Knowledge, Skills and Abilities:**

Knowledge of: principles and practices of industrial and occupational health and safety program administration; federal, state, and local laws, ordinances, rules and regulations governing workplace health and safety compliance; principles and practices of budget preparation and administration; principles and techniques of employee training; report preparation and statistical analysis; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action.

Skill and Ability to: plan, organize, promote, and implement a comprehensive health/safety program; on a continuous basis, know and understand all aspects of the job; act quickly and calmly in emergency situations; analyze situations quickly and objectively and determine proper course of action; exercise functional authority over District staff in essential health and safety

matters; explain District policies and procedures and safety/risk management concepts and practices to the general public, consultants, and District staff; develop and recommend policies and procedures; prepare reports and manuals interpreting and summarizing technical and/or complex health and safety information for use by less experienced individuals; identify, plan, conduct or provide for training of District staff in a variety of safety, health and other risk management related areas; prepare and administer a budget for areas of assigned responsibility; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and perform essential duties of the job without causing harm to self or others.

**Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record.
- Possession of or ability to obtain a Cardiopulmonary Resuscitation and First Aid certificate within one year of employment.
- Certification as an Associate in Risk Management, Associate Safety Professional and/or Certified Safety Professional is desirable.

**Working Conditions/Physical Requirements:**

The essential duties of this classification are primarily performed in an office environment and periodically outdoors under various climatic and geographic conditions working near hazardous machinery and equipment and in an environment with potential exposure to loud noise, hazardous chemicals, fumes, and other environmental substances; and require the ability to wear respiratory protection or other safety equipment and to comply with the District's Respiratory Protection Policy.

Revised: 12/16

Approved:   
Human Resources/Risk Manager

