



### Safety Administrator

Class Code	FLSA Status	EEO Category	Represented	Salary Grade	Effective Date	Resolution #	Pages
154	Exempt	1 – Officials & Administrators	AFSCME	8	REV 5-06	1158	1 of 2

**DEFINITION:** Under general supervision, administers and monitors the District’s workplace safety program; collects and analyzes workplace and driver safety data; prepares recommendations, policies, and procedures; and develops and implements training programs designed to reduce the frequency and severity of accidents.

**REPORTS TO:** The assigned department Manager, or designee.

**ESSENTIAL FUNCTIONS** may include, but are not limited to the following:

- Administers the day-to-day activities of the District’s worker safety, and accident mitigation programs.
- Conducts on-site safety audits of work methods to identify unsafe procedures, monitors District compliance with state and federal safety regulations, checks equipment and facilities for hazardous conditions, and recommends corrective measures. Conducts accident investigations at the scene.
- Supervises and monitors staff conducting investigations, accident mitigation, and related safety monitoring and control functions; including the Safety Representatives and clerical staff.
- Provides District-wide expertise, direction, and guidance regarding workplace and driver safety issues, and training programs.
- Develops and recommends methods and procedures to collect and analyze data on the frequency and severity of workplace and driver accidents. Analyzes incident data to determine accident causation, and prepares in-depth reports with recommendations for future mitigation.
- Develops and implements policies and procedures for workplace and driver safety, and accident reduction training programs in compliance with applicable laws, rules, and regulations. Monitors the effectiveness of training programs, and recommends effective program modifications.
- Informs District managers, supervisors, and employees regarding changes in federal and state health and safety laws and codes, including Occupational Health and Safety (OSHA) regulations. Describes and clarifies the intent, as well as the legal and liability implications of non-compliance.
- Assists in the administration of the District’s emergency and disaster management protocols and procedures, and develops and implements modifications as needed.
- Performs related duties as required.



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### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Principles and practices of workplace safety administration, workplace and driver accident reduction; accident mitigation programs; statistical methodologies and techniques for collecting and analyzing data related to workplace safety issues; techniques for presenting statistical data to both technical and non-technical audiences; state and federal (OSHA) regulations, state fire codes, Department of Transportation (DOT) regulations, and the California vehicle code; and the development and presentation of training and re-training programs.

**Ability To:** Recognize hazardous workplace conditions and unsafe work processes or procedures, determine causation, and develop and implement corrective measures; apply mathematical and scientific principles to the analysis, design, development, and evaluation of safety programs; develop and implement safety programs to prevent, correct, or control factors contributing to accidents and related areas of potential District liability; provide expertise to the Training department regarding safety programs for new and experienced drivers; present training programs; maintain confidential records; supervise, motivate, monitor and discipline assigned staff; conduct site audits at all District facilities, and various locations throughout the service area; learn and implement emergency protocols and procedures during District emergencies and area disasters; and establish and maintain effective relationships with those contacted in the course of work using principles of good customer service.

**Education:** Equivalent to completion of a Bachelor’s degree from a recognized college or university in industrial safety, or a directly related field.

**Experience:** Four (4) recent and verifiable years of progressively responsible experience developing, implementing, and administering workplace safety and accident mitigation programs. Additional years of directly relevant experience will be considered in lieu of required education on a year-for-year basis.

**Desired:** Experience in Emergency Management.

### **Special Requirements:**

1. Must be willing to travel locally to any District facility, and any location within the District’s service area.
2. Must be willing to work outside of normal business hours, as required by the needs of the job; and during District emergencies and area disasters.
3. Must possess and maintain a California Class “C” Driver License and meet the District’s safe driving standards.

**Physical Requirements:** Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in order to perform inspections or investigations.

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This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is <b>not</b> intended to reflect all duties performed within the job.	Established 6-00 First revision 2-06 2 <sup>nd</sup> Revision 5-06	Approved by Rick Fernandez, General Manager _____ Date _____
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