



Safety Representative

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
149	Exempt	2 - Professionals	AFSCME	6	Rev 2/07	NA	1 of 2

DEFINITION: Under general supervision; performs, coordinates, and monitors safety related functions at all District facilities; investigates workplace accidents and occurrences; makes recommendations regarding safety policies and procedures; and conducts safety related training.

REPORTS TO: The Safety Administrator, or designee.

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

- Conducts monthly safety inspections of all District facilities and equipment to ensure compliance with Cal OSHA regulations; documents occurrences of non-compliance; prepares inspection reports; and plans and implements appropriate remedial actions and follow up inspections.
- Enforces established policies and procedures related to safety standards and controls, in order to prevent or reduce potential safety hazards, District losses, and Workers Compensation claims.
- Investigates accidents and occurrences that involve workplace safety issues to identify causes; and develops remedial action plans and policies to prevent reoccurrence.
- Trains employees and supervisors regarding safety related issues such as ergonomics, hazardous communications (HazCom), confined space entry, and the appropriate and proper use of safety equipment.
- Attends all safety meetings for each District operating division.
- Performs administrative and clerical tasks in support of Safety functions.
- May appear at first-level hearings as a key witness for the District.
- May act as the Safety Administrator in his/her absence.
- Performs related duties as required.

Industrial Hygienist Assignment In addition to the Essential Functions listed above:

- Develops and adheres to an annual Industrial Hygiene Monitoring Schedule; identifies associated health and safety issues; communicates findings; and recommends action plans and strategies to address issues.



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MINIMUM QUALIFICATIONS:

Knowledge Of: Federal, state, and local safety and environmental standards and regulations, including those related to hazardous materials storage and OSHA; vehicle, fire, and building codes; principles and practices of supervision; machinery and equipment relevant to the application and enforcement of safety standards; statistical analysis and report preparation; motivational training techniques; loss assessment and accident/injury report analysis and evaluation; personal computers and current software programs for spreadsheets, databases, and word processing at the intermediate level of proficiency; and record-keeping techniques and procedures.

Ability To: Stay abreast of changing government safety regulations; conduct District-wide safety audits; develop and implement safety monitoring, control, and prevention procedures; learn the various operating procedures and practices of the maintenance and transportation departments including bus routes and relief points; learn and apply District rules and regulations including applicable provisions of the Collective Bargaining Agreements; collect and analyze information relating to accidents and injuries, and make practical recommendations for future prevention; quickly analyze emergency situations and provide effective solutions in a timely manner; interpret laws, regulations, and standards; maintain accurate records; prepare accurate and factual investigative reports; communicate effectively in English both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work using principles of good customer service.

Education: Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in one or more fields that include workplace safety; public safety; accident/injury investigation, analysis and reporting; transportation; or a related field.

Desired Education for the Industrial Hygiene Assignment: A Bachelor's degree in Industrial Hygiene.

Experience: Four (4) years in a safety-related capacity requiring adherence to OSHA rules and regulations, and the analysis, investigation, and reconstruction of industrial accidents and injuries. Two (2) years of the above experience must have included the development and presentation of training and orientations related to safety, and accident/injury prevention.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment; (2) drive an automobile; and (3) climb, bend, crouch, kneel, access constricted spaces, and balance body weight for short periods while performing safety inspections.

Special Requirements: (1) Must possess, or obtain, and maintain a valid California Class C Driver License and meet the District's driving standards, and requirements. (2) Must work outside regular business hours depending upon the demands of the job, and in usual or emergency situations.

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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 **not** intended to reflect all duties performed within the job.

Classification est.
12/89. First revision
2/06, 2nd revision 2/07

Approved by Rick Fernandez, General Manager

Date