



MARCH 2015
FLSA: NON-EXEMPT

SAFETY TRAINING OFFICER

DEFINITION

Under general direction, plans, directs, supervises, coordinates, and leads a variety of safety training activities for all city departments including developing, implementing, and administering programs, policies, and procedures; develops and conducts training programs; conducts City-wide general liability surveys and makes recommendations to reduce City exposure and risk; performs a variety of complex administrative and technical tasks relative to assigned area of responsibility; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned the City Manager. May exercise technical and function supervision of professional, technical, and support staff.

CLASS CHARACTERISTICS

This is the single-incumbent class that exercises independent judgment on diverse and specialized safety, health, security, and emergency response functions and has significant accountability and ongoing decision-making responsibilities associated with the work. Responsibilities include working with staff to identify training needs and opportunities; scheduling training activities and functions; ensuring compliance with all applicable Federal, State, and local laws and regulations, and department policies and procedures; and maintaining records related to the program. The incumbent organizes and oversees day-to-day program administration and is responsible for providing professional-level support to the City Manager in a variety of safety related areas.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, oversees, coordinates, and implements the safety training program for sworn and non-sworn staff, including fire protection, emergency medical care, hazardous release containment, rescue, and related emergency services.
- Establishes schedules and methods for providing services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.



- Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
- Prepares and administers assigned program budgets; submits budget recommendations; monitors expenditures.
- Participates in overseeing accident and incident investigations including notification of appropriate personnel; reviews accident and incident records; identifies trends and recommends corrective and preventative actions.
- Develops program objectives and designs and conducts safety training programs; develops and/or recommends purchase of training materials; conducts initial and refresher training classes for areas of assignment; develops and organizes specialized training as needed.
- Monitors and recommends improvements to protective equipment and gear.
- Represents the City with outside agencies and regulatory entities; coordinates program activities; communicates and shares information to improve/ ensure compliance; participates on various organization-wide and interagency committees and teams.
- Reviews and analyzes proposed and existing related legislation; determines impact on assigned operations; prepares comments and recommendations regarding the impact on the City; assists with the preparation and presentation of program recommendations to the City Council for approval.
- Conducts various audits and inspections of City offices, facilities, and worksites; identifies unsafe conditions; assesses City compliance with applicable Federal, State, and local laws, rules, and regulations; analyzes data to identify trends; prepares reports; defines control measures; monitors corrective action plans; recommends process improvements and policy and procedural changes.
- Coordinates special projects, assignments, and activities as assigned.
- Performs a wide variety of specialized technical and advanced administrative work, including ordering and maintaining supplies, verifying accuracy of information, researching discrepancies, recording information, and notarizing waivers and related documents.
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports to monitor the success of training programs; creates related written materials.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information and service in person and by phone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; ensures compliance with applicable Federal, State, and local laws, rules, regulations, and ordinances.
- May provide training and technical and functional direction to lower-level staff and volunteers.
- Performs other duties as assigned.

QUALIFICATIONS

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Advanced principles, practices, operations, services, and activities of safety, health, security, and emergency response programs.
- Principles and practices of regulatory compliance.



- Methods and techniques of developing and conducting safety training programs.
- Principles and procedures used in the proper handling of chemicals and hazardous waste.
- Occupational hazards and standard safety practices.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City 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 by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Oversee administration of various safety, health, security, and emergency preparedness response programs.
- Assess safety training needs; develop and coordinate safety training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Direct and oversee the investigation of accidents and unsafe working conditions and the development of recommendations to prevent reoccurrence.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- 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.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Possession of a Bachelor's degree from an accredited college or university with major coursework in Safety, Industrial Hygiene, Environmental Engineering, or a related field and five (5) years of safety,



industrial hygiene, or environmental engineering experience including two (2) years of lead or supervisory responsibility.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites and to investigate accidents, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen and make detailed inspections; color vision to identify materials and structures; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.