



Office of Human Resources  
Safety and Industrial Hygiene Professional II - CA0997  
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**General Statement of Duties**

Performs full performance level professional occupational safety work to minimize employee Potential exposure to risk and injury, ensure compliance with occupational safety and health requirements, and enforce safety and loss policies and procedures within an agency or department.

**Distinguishing Characteristics**

This class performs full performance level professional occupational safety work promoting agency awareness and understanding of occupational safety and health standards in order to ensure the overall safety and health of employees, the community, and the environment, and to ensure compliance with federal, state, and city occupational safety and health regulations.

The Safety and Industrial Hygiene Professional II is distinguished from the Safety and Industrial Hygiene Professional I which performs entry-level professional occupational safety work conducting inspections to ensure compliance with safety and health requirements and enforcing agency occupational safety and loss policies and procedures.

The Safety and Industrial Hygiene Professional II is distinguished from the Safety and Industrial Hygiene Administrator which performs specialized level occupational safety work developing and implementing goals, objectives, and policies for a comprehensive occupational safety and industrial hygiene program to increase safety, create a safe work environment, and ensures compliance with federal, state, and city occupational safety and health regulations.

The Safety and Industrial Hygiene Professional II is distinguished from the Safety and Industrial Hygiene Supervisor which performs supervisory work over occupational safety and industrial hygiene staff, provides direction, develops long-range and short-term planning, directs policy and procedure development, and makes budgetary and resource allocation decisions.

**Level of Supervision Exercised**

By position, performs lead work.

**Essential Duties**

Performs professional occupational safety work to minimize employee Potential exposure to risk and injury, ensure compliance with occupational safety and health standards, and enforce safety and loss policies and procedures within an agency or department in accordance with the City's voluntary compliance of Occupational Safety and Health Administration (OSHA) standards and Executive Order 65 (Operational Safety and Health Program).

Implements and interprets Executive Orders governing accident prevention and occupational safety standards for employees, which includes: fire safety, drug and alcohol testing, personal protective equipment, accident and injury investigation, violence in the workplace, heavy equipment usage, hazardous materials compliance, and administers compliance of Department of Transportation Commercial Driver's License rules and regulations.

Investigates accidents, injuries, and damages involving employees, the public, and City property, documents facts, assists the City Attorney's Office with determining liability, and conducts research for and testifies in hearings and court proceedings.

Identifies potential hazards and hazardous conditions affecting employees, the public, and the environment to determine specific causes and effects and to develop and implement control measures to minimize injuries, and ensures corrective action is taken.

Identifies safety risks and issues, and develops a course of action based on best practices in order to make recommendations to management for development of policies and procedures.

As the Designated Employee Representative (DER), maintains the Department of Transportation (DOT) commercial motor vehicle files, schedule all DOT medical services with city care providers, oversees alcohol and drug testing for reasonable suspicion, post-accident, random pool, stipulation agreements, and follow-up testing in accordance with Executive Order 94 (Alcohol and Drug Policy).

Develops occupational safety Standard Operating Procedures (SOP), and performs a job hazard analysis for equipment and work assignments.

Maintains files and records related to investigations, writes technical reports to summarize research and analysis, and submits paperwork to the proper authorities for case resolution.

Develops, plans, and conducts accident prevention and safety training targeted to specific hazards and occupations and encourages program effectiveness through employee participation.

Assesses workstations and position related workloads with regard to ergonomics analysis, design, and evaluation in order to maximize productivity by reducing operator fatigue, injury, and discomfort.

Provides occupational safety oversight with regard to contractor activities and ensures compliance with safety rules and regulations.

By position, reviews, analyzes, and monitors workers' compensation claims to minimize budget costs and analyzes injury causation.

By position, coordinates payments and recovery of funds related to property damage for the Department of Finance.

By position, forms an Accident Review Committee to determine causal factors and recommend preventive action.

By position, assists in coordinating and checking the work of other employees for assigned projects.

By position, participates as a member of the Incident Command System (ICS), Emergency Operations Center (ECO), and other similar emergency command system structures, to assist with the management of the City's prevention, preparedness, protection, mitigation, response, and recovery efforts in preparation for potential emergencies and disasters in accordance with Executive Order 85 (Office of Emergency Management and Homeland Security).

By position, performs after-hours duty officer functions on a rotating basis, evaluates emergency and crisis incidents, coordinates agency or department level of response and allocation of resources, and performs operational duties at site of emergency or crisis.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Writing – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of public safety and security, occupational health and safety investigations and inspections, rules, regulations, precautions, and prevention techniques for protecting employees and the public.

Knowledge of research and interviewing techniques related to conducting work investigations.

Knowledge of federal, state, and local public health and environmental laws and regulations sufficient to be able to apply them in protection of public health and the environment.

**Education Requirement**

Bachelor's Degree in Safety Engineering, Industrial or Environmental Health and Safety, a physical science, or a related field.

**Experience Requirement**

Three (3) years of professional level occupational safety and health experience implementing and evaluating programs for compliance, accident prevention, employee involvement, and cost savings.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

By position, requires a valid Commercial Driver's License (CDL "B") with appropriate endorsements with Trainer status by the end of probation.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Potential exposure to temperature changes and variations in temperature from hot to cold.  
Potential exposure to hazardous conditions where there is danger to life, body, and health.  
Potential exposure to atmospheric conditions that affect the skin or respiratory system.  
Potential exposure to hazardous chemicals.  
Potential exposure to hazards from flammable or explosive gases.  
Potential exposure to unpleasant sights and sounds from accidents, injuries, and illnesses.  
Subject to emergency or crisis situations.  
Subject to pressures of multiple calls and inquiries.  
Subject to many interruptions.  
Subject to long and irregular hours.  
Maybe required to wear personal protective equipment.  
Subject to traffic, roadways, and pedestrians.

### Level of Physical Demand

2-Light (10-20 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot.  
Sitting: remaining in the normal seated position.  
Climbing: ascending or descending objects usually with hands/feet.  
Balancing: maintaining body equilibrium to prevent falling over.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Talking: expressing or exchanging ideas by means of spoken words.  
Hearing: perceiving the nature of sounds by the ear.  
Repetitive motions: Making frequent movements with a part of the body.  
Eye/hand/foot coordination: performing work through using two or more.  
Far acuity: ability to see clearly at 20 feet or more.  
Near acuity: ability to see clearly at 20 inches or less.  
Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

### Assessment Requirement

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-810**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**