



Office of Human Resources
Safety and Industrial Hygiene Professional I - CA0973

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General Statement of Duties

Performs entry-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 entry-level, professional occupational safety work conducting inspections to ensure compliance with occupational safety and health standards, and enforcing occupational safety and loss policies and procedures within an agency or department.

The Safety and Industrial Hygiene Professional I is distinguished from the Safety and Industrial Hygiene Professional II which performs full performance level professional occupational safety work promoting agency awareness and understanding of safety and occupational 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.

Level of Supervision Exercised

None

Essential Duties

Perform 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 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).

As the Designated Employee Representative (DER), maintains the Department of Transportation (DOT) commercial motor vehicle records, schedules 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).

Assist with investigations of accidents, injuries, and damages involving employees, the public, and City property to learn investigation techniques, discover facts, and apply principles of liability.

Assist with the administration of Executive Orders governing accident prevention and occupational safety standards for employees, which includes: fire safety, drug and alcohol testing, handling hazardous materials, and DOT Commercial Driver's License rules and regulations.

Investigates job related accidents, injuries, and illnesses, ensures compliance with medical treatments and modified duty requirements, and coordinates processing of documents for workers' compensation claims.

Writes technical reports and maintains files and records related to investigations.

Inspects City facilities and field work sites for compliance with standards applied to activities such as fire safety, personal protective equipment, and handling hazardous materials, and prepares reports to document compliance.

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.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

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

None

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

By position, requires a valid Driver's License at the time of application.

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

Working Environment

Temperature Changes Variations in temperature from hot to cold when works in the field.
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to unpleasant elements (accidents, injuries, and illnesses).
Handles emergency or crisis situations.
Subject to pressure for multiple calls, inquires, and interruptions.
Subject to long, irregular hours.
Subject to varying and unpredictable situations.
Noise sufficient to cause distraction or possible hearing loss.
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.
Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.
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 the hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: Expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sound by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through the use of two or more.
Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.
Vision far acuity: ability to see clearly at 20 feet or more.
Vision near acuity: ability to see clearly at 20 inches or less.
Field of Vision: ability to adjust vision to bring objects into focus
Crouching: bending body downward and forward by bending legs.
Stooping: bending the body by bending spine at the waist.
Carrying: transporting an object; usually by hand, arm, or shoulder.

Background Check Requirement

Criminal Check
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-619

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: