

## **CLASS TITLE: SAFETY AND HEALTH SPECIALIST I**

**PURPOSE OF THE CLASSIFICATION:** Under general direction, is responsible for providing support to various City department management teams, executing technical safety and health analysis using best practices and adhering to City policies and procedures, assisting with investigations into injuries or accidents, delivering safety training and making recommendations for training or programming, and developing and implementing a wide variety of health and safety programs cooperatively with City departments; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Performs inspections of facilities and worksites for safety violations according to state and federal Occupational Safety and Health Administration (OSHA) regulations, City ordinances, and safety policies and procedures and communicates violations and tracks related corrective actions, as applicable
- Assists and supports in the development and implementation of safety and health programs within City departments
- Audits departmental program files and records for safety and health program compliance
- Coordinates, researches, develops, and implements complex safety and health procedures and policies
- Works with City Departments and first responders to investigate and assess liability issues concerning public and private claims,
- Provides technical assistance to law enforcement and fire personnel regarding hazardous incidents and/or evacuation planning issues
- Develops and conducts safety and health related training for all City employees
- Performs investigative analysis and provides corrective suggestions related to injuries and accidents
- Identifies and suggests needed repairs or additions to departmental safety equipment
- Collects, enters, organizes and monitors safety and health program information, maintains appropriate records and files, and prepares program reports and statistical data
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in industrial safety or a closely related field and two (2) years of progressively responsible experience in a field relevant to the essential tasks listed in this job description; or graduation from high school or possession of a General Educational Development Certificate (GED) and four (4) years of experience in a field relevant to the essential tasks listed in this job description; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee is eligible for a one-time stipend of \$1800.00 upon certification as a trainer for driver safety improvement training as approved by management.

Knowledge, Abilities and Skills: Considerable knowledge of the modern principles and practices of safety and health methods and procedures; and knowledge of training principles and techniques. Ability to plan, coordinate and implement successful safety training programs for a large number of employees; ability to develop and implement effective and concise safety and health policies; ability to inspect, identify, and recommend correction of departmental safety hazards in job site or facility locations based on OSHA 1910 and 1926 regulations as well as City policies and ordinances; ability to determine responsibility and required action concerning accidents or hazard potential of various issues pertaining to life and property; ability to prepare verbal and written presentations; ability to communicate effectively; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pulling up to 60 pounds; may be

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subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License; and must acquire a Class "A" Commercial Driver License (CDL) within one (1) year of date of hire.

**WORKING ENVIRONMENT:** Working environment is primarily outdoors and in inclement weather; and occasionally indoors in an office or training classroom setting; and requires travel to various locations for inspections, audits, vehicle accident investigations, and training.

**Class Code: 2628**

**EEO Code: N-02**

**Pay Code: AT-32**

**Group: Clerical and Administrative**

**Series: Personnel Management**

**Effective Date: February 23, 2022**