

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

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for complex technical safety and health analysis and for development and implementation of a wide variety of safety and health programs and related issues within City departments; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Inspects existing facilities and worksites for safety violations according to State and Federal (OSHA) regulations, City ordinances, and safety policies and creates and tracks related corrective action forms
- Plans, develops, and implements a variety of safety and health programs within City departments and provides technical assistance on Federal safety compliance
- Performs worksite inspections and documents and communicates violations as applicable
- Audits departmental program files and records for safety and health program compliance
- Coordinates, researches, develops, and implements complex safety and health procedures and policies
- Investigates and assesses liability issues concerning a variety of public and private claims
- Provides assistance to law enforcement and fire personnel in various hazardous incident 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
- Reviews and recommends changes on equipment and facility plans prior to departmental issuance of contracts
- Prepares program reports and statistical data
- Provides expertise to Safety and Health Analyst I positions as requested
- Collects, enters, organizes and monitors safety and health program information and maintains appropriate records and files
- 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 a bachelor's degree in industrial safety or a closely related field, and three (3) years of progressively responsible experience in the field of Safety and Health; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the modern principles and practices of safety and health methods and procedures; considerable knowledge of specialized work methods used in the operation of City departments; and considerable 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; ability to assess responsibility and required action concerning occurrence of accidents or hazard potential of various issues pertaining to life and property; ability to prepare verbal and written presentations; 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 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" Operator's License; and must acquire a Class "A" Commercial Driver's License (CDL) within one (1) year of date of hire.

Page 2 (continued from Safety and Health Specialist II)

**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: 2547**

**EEO Code: N-02**

**Pay Code: AT-36**

**Group: Clerical and Administrative**

**Series: Personnel Management**

**Effective Date: December 1, 2000**