

CSC Adopted: October 2001, CSC Revised: December 2012, CSC Revised: September 2015

Class Title: Safety Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Manages safety and health programs while ensuring compliance with federal, state, and city occupational health and safety regulations. Maintains departmental safety records, investigates accidents, conducts safety audits, and oversees safety committees. Serves as the departmental emergency coordinator. May act as a Disability/Workers Compensation Coordinator, based on assignment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Conducts safety training and facility inspections by evaluating departmental risks and conducting appropriate safety training as required by OSHA.
2	L	Manages safety committees by creating committees for each division, reviewing accidents, and recommending corrective actions.
3	L	Investigates accidents by requesting the assistance of safety committees, determining the cause and corrective action, and creating reports and new rules as needed.
4	M	Acts as the emergency coordinator by implementing emergency response plans, and making necessary revisions to existing plans.
5	S	Acts as the coordinator for Disability/Workers Compensation cases city-wide to include: providing information to employees who have been hurt on the job; serving as the liaison between employees and providers; assisting injured employees returning to work; managing insurance and Workers Compensation claims; assisting departments with ADA compliance; creating case management reports for insurance companies; tracking and indexing all Disability (occupational and non-occupational) and Workers Compensation claims; and reviewing FMLA requests; based on assignment.

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CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year Associate's degree, or equivalent.
Experience	Two years experience.
Certifications and Other Requirements	Valid Driver's License; and Work Zone Safety Instructor Certification, and CPR, based on assignment.
Reading	Work requires the ability to read safety rules and regulations, reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write investigative reports, safety audits, and recommendation reviews.
Managerial	Managerial responsibilities include guiding Safety Committee actions, overseeing reports, and adhering to safety rules.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job may have limited responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax, memo or report distribution, training, field work, investigations
Sitting	F	Computer, office work, meetings, driving
Walking	F	Field inspections, inter-office
Lifting	O	Safety supplies, office supplies, training materials, computer reports
Carrying	O	Safety supplies, office supplies, training materials, computer reports
Pushing/Pulling	R	File drawers
Reaching	O	Safety supplies, office supplies, training materials, computer reports
Handling	O	Safety supplies, office supplies, training materials, computer reports
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Field inspections
Crouching	O	Field inspections
Crawling	O	Field inspections
Bending	O	Field inspections
Twisting	O	Field inspections
Climbing	O	Field inspections, ladders
Balancing	O	Field inspections
Vision	C	Computer, desk work, reading, writing, field inspections, presentations, filing, driving
Hearing	C	Communicating with personnel and general public, training, meetings, field inspections
Talking	C	Communicating with personnel and general public, training, meetings, field inspections
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, fax machine, copy machine, motor vehicle, safety tool and inspection equipment, Standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	W
Explosives	M	Wetness/Humidity	W
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	W		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	X
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) offsite facility, accident sites

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes, hearing protection, eye protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)