

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Safety Officer

Department: General Manager

FLSA Status: NON EXEMPT

Revised as of: 09/2023

DEFINITION

Administers the Agency's environmental, health, safety and emergency response programs; ensures compliance with applicable laws, regulations and insurance requirements; conducts and/or coordinates training; performs facility audits and inspections to ensure safety and compliance; provides guidance and follow-up to departments and managers on identifying, evaluating, and mitigating occupational hazards, risks and non-compliance; assists in administering the Agency's liability and risk management support services; and provides professional support and assistance to assigned manager.

DISTINGUISHING CHARACTERISTICS

The Safety Officer performs the full range of duties as assigned including regulatory compliance, training, and providing technical assistance to staff and managers related to occupational hazards, risks, environmental compliance and emergency response and is fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives direction from the General Manager.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Administers and implements the Agency's safety, environmental health and emergency response programs; ensures compliance with applicable Federal, State and Local safety and health laws, regulations and insurance requirements.
- Administers and implements the Agency's Injury and Illness Prevention Program (IIPP) along with input from other Agency staff.
- Conducts and/or coordinates training; provides guidance and follow-up related to identifying, evaluating, and mitigating occupational and environmental hazards and risks and emergency response; and assists in administering the Agency's liability and risk management support services.
- Implements occupational and environmental safety policies, programs and procedures that promote a culture of safety; evaluates, develops and recommends additional and improved safety and health procedures and programs.
- Conducts site inspections and hazard determinations at on-site and off-site locations.

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- Identifies training needs; coordinates or provides new employee safety orientations and training on how to conduct work hazard assessments, incident investigations and site inspections; orders training supplies and prepares training materials; assists supervisors with safety “tailgate” meeting planning; maintains records of training and required certifications.
- Works with employees to correct safety deficiencies; provides advice to staff regarding safety, regulatory and health standards and requirements; serves as Chair of Employee Safety Committee.
- Conducts Agency compliance audits and in-house investigations of occupational and environmental safety incidents and matters; inspects and evaluates workplace hazards, workplace environments, and equipment and practices including conditions that could affect employee health, comfort and performance; ensures compliance with standards and regulations; makes recommendations; coordinates and ensures timely corrective actions are taken.
- Serves as Agency emergency response team coordinator and as liaison to outside first responders.
- Coordinates for and/or assists in the development and implementation of emergency response drills and exercises.
- Assists in the development and implementation of emergency management plans.
- Ensures emergency response equipment is ready for service.
- Calculates statistics; provides analysis of trends; reviews incident reports for completeness and delivers to Human Resources; maintains CalOSHA injury and illness logs and related records.
- Researches and measures exposure to loss; coordinates workers’ compensation cases and return-to-work processes with Human Resources; coordinates with Human Resources to administer Risk Management programs as relates to safety and security programs.
- Coordinates emergency response plan drills; and maintains library of reference materials.
- Coordinates and oversees contractor and vendor safety procedures; coordinates with, and serves as liaison for, various regulatory and enforcement agencies.
- Assists management in budget preparation for safety programs, equipment and supplies; prepares and presents a variety of reports and studies; evaluates equipment and makes purchasing recommendations; assists in maintaining inventory of safety equipment and supplies.
- Ensures applicable permits are maintained and Agency compliance with such permits; reviews and reports information for environmental reporting and permit requirements.
- Coordinates with outside consultants, as required.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Prepares for and participates in effective public speaking presentations to a variety of audiences.
- Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of effective training and presentations.
- Principles and practices of safe work practices including policies, regulations, specifications and requirements governing industrial safety and health, loss prevention, environmental compliance, emergency preparedness and accident prevention.
- Methods and procedures of statistical concepts and methods for collecting and analyzing data on a variety of technical, analytical, and administrative topics.
- Principles and practices of assessments, inspections and investigations as related to area of assignment.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of customer service.
- Principles and practices of technical and functional training.

Ability to:

- Administer the Agency's safety programs; ensuring compliance with applicable Federal, State and Local safety and health laws, regulations and insurance requirements.
- Conduct and/or coordinate training; provide guidance and follow up with managers regarding identifying, evaluating, and mitigating occupational hazards and risks; and assist in administering the Agency's liability and risk management support services.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents, reports and files; interpret analytical results and technical and numerical information; train and explain processes to others; observe equipment and conditions and problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Stay current on laws, policies, codes, ordinances, and regulations pertaining to area of assignment; and update Agency's programs accordingly.
- Understand, interpret and apply complex written materials and requirements as related to risk management, safety and environmental health.
- Troubleshoot equipment and determine solutions to safety and regulatory issues and concerns.
- Design and implement safety programs to target losses, exposures to loss, and compliance with applicable government standards.
- Effectively collaborate with external regulatory agencies and represent the Agency in matters related to occupational health and safety, emergency preparedness and environmental compliance programs, as assigned.

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- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Function in confined spaces and/or hazardous environment.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible professional environmental health safety and emergency response program administration experience; previous water or wastewater treatment plant experience preferred.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in business administration, public administration, industrial hygiene, occupational health and safety, environments and occupational health, life sciences or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required at the time of appointment.

Possession, or ability to obtain confined space certification within six months of appointment.

Persons employed in this classification are required to participate in Agency provided training to acquire basic First Aid and Cardiopulmonary Resuscitation (CPR) certificates during the initial 12 months of employment and continued maintenance of a valid certificate as a condition of employment for this position.

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Possession of, or ability to obtain a 40-hour Hazwoper Hazardous Materials Technician Level III certification within six months of appointment.

PHYSICAL REQUIREMENTS

Work effectively at a desk, table, counter or while driving; intermittently move, traverse and position self while performing work activities; ascend and descend stairs, ladders or step stools to reach equipment or other items and to access areas out of normal reach; manipulate, operate, activate and adjust equipment and tools; position self to adjust office and field equipment or to access low or high items; discern hazardous warning signs and discern and respond to announcements and alarms; maintain airtight seal with self-contained breathing apparatus and air purifying respirator; and move or transport weight of 50 pounds or less.

Ability to wear a self-contained breathing apparatus (SCBA) and Full-Face Air Purifying Respirator (APR).

WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise.