

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: SAFETY MANAGER

DATE: 11/3/2015

JOB CODE: 51830

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general direction to plan, coordinate, and implement an Accident Prevention Program; Comprehensive Safety Education and Loss Control Program with all department sections; conduct accident investigation involving Department employees, equipment, structures and facilities on behalf of and against the Department; perform field audits of Department facilities - identifying safety hazards, security problems and public liability; perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This single incumbent class is a first line supervisor in the Environmental and Regulatory Compliance series. The incumbent supervises Regulatory Analysts and clerical staff. The incumbent independently performs detailed and highly responsible work in administering and coordinating activities of and participating in the management of safety programs and provides highly responsible and complex staff assistance to management. Supervision and direction is received from the Director of Environmental and Regulatory Compliance or designee.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Assist in the development and implementation of goals, objectives, policies and procedures;
- Develop regulatory compliance and safety manuals, procedures and educational materials;
- Monitor current Federal and State laws and regulations and proposed regulations related to Occupational Safety & Health (OSHA), hazardous materials management and advise management of recommended changes to maintain compliance/OSHA regulations;
- Direct preparation of correspondence, reports, staff reports, forms, lists, schedules, and related documents from rough draft and/or from oral or written direction independently requiring use of judgment based upon a thorough knowledge of the functions and procedures of the unit;
- Attend related training seminars and recommend programs to implement required changes, determine specialized training needs and assists in developing and conducting appropriate training

programs for employees on how to work in a safe and environmentally and regulatory compliant manner;

- Survey Department's facilities and equipment to determine compliance with local, state and federal regulations, identify non-compliant conditions and practices and establish effective corrective action;
- Oversee and/or conduct ergonomic evaluations of workstations;
- Administer the Department's DMV Employer Pull Notice program; notify divisions of drivers with suspended or restricted driver's licenses;
- Investigate and analyze incident reports and complaints involving work related injuries and illnesses, Department property damages and losses caused by accidents, vandalism, burglary, or theft, and write reports of analyses; provide management with recommendations for corrective/preventative action;
- Conduct accident investigations and inspect accident scenes to determine cause, effect, liability, and prevention methods; prepare and review accident reports;
- Identify all unsafe conditions and practices and establish effective corrective action;
- Participate in development and oversee implementation of the Department's emergency response program;
- Develop and administer loss control and safety programs, advise Department on loss control and liability areas;
- Supervise and participate in the investigation, administration, and settlement of claims filed against the Department; formulate findings and develop recommendations for action and adjudication of claims for approval by management and the Board;
- Maintain comprehensive records and data pertinent to programs and prepare detailed and technical reports;
- Coordinate and administer alarm security and access control systems;
- Assist in development and administration of the safety program budget;
- Represent the Department and serve as a liaison to outside regulatory agencies, industry organizations, and committees;
- Stay abreast of new trends and developments in the field of safety; incorporate new developments as appropriate into programs;
- Provide courteous and expeditious customer service to other officials, the general public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Operate Department vehicles as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, practices, methods, and techniques of safety program development, implementation, and administration; as related to water and wastewater utilities;
- California State Labor Code relative to industrial safety, the Occupational Safety & Health Act, and other applicable Federal, State, and local laws, codes and regulations;
- Regulatory permit, application, and report development;
- Safety training methods, principles, and techniques;
- Work hazard identification and elimination through accident prevention techniques;
- Accident investigation techniques;
- Principles and practices of supervision, training, and performance evaluation;
- Proper English usage, spelling, grammar, and punctuation;
- Advanced record keeping methods;
- Mid-level computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and Department utilized software application programs;
- Principles and practices of leadership techniques;
- Principles and practices of public relations.

Ability to:

- Develop, implement, and administer safety and regulatory programs;
- Interpret laws, regulations, and procedures applicable to safety and hazardous materials in the workplace;
- Conduct investigations of non-compliant occurrences, and prepare investigation and audit reports;
- Make accurate mathematical computations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Plan, schedule, and make work assignments for subordinates;
- Understand and carry out oral and written instructions;
- Establish and maintain complex filing systems;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Operate a vehicle observing legal and defensive driving practices.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent,

And

Bachelor's degree from an accredited college or university

And

Experience: Three (3) years of increasingly responsible experience in environmental or occupational health and safety regulatory compliance,

And

Certificates: Occupational Health and Safety Technologist,

And

Possession of a valid Class "C" California Driver's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" Driver's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents, and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. Incumbents must be able to work under moderate stress conditions. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, infrequently climb ladders to heights over 100 ft, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Safety Manager

To: Director of Environmental and Regulatory Compliance

Job Description:

BOWC Approved: 5/16/2006
Rev/Title Change 11/3/2015

Testing Standards:

CS App Review/CS Supp App Review/CS Oral Board:
CSB Approved: 5/23/2006