JOB DESCRIPTION

TITLE: Safety and Training Specialist  SECTION: Claims and Safety

DEPARTMENT: Business and Technology  SRN 36:

REPORTING RELATIONSHIP:

Reports to: Supervisor, Claims and Safety

 Supervises the following positions: None

DEFINITION: Under the supervision of the Claims and Safety Supervisor, to plan, implement, monitor and evaluate the district's injury and illness prevention program that will prevent incidents; to create a proactive training program that actively and effectively communicates the district's safety policies and standards to employees; to investigate and report incidents and claims in the absence of Claims and Safety Supervisor; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Establishes standards of safety and safety goals for the district that prevent industrial accidents. Designs and develops effective safety policies, and procedures that will insure the district meets established goals and standards. Incorporates appropriate federal state and district regulation into policies and procedures.

2. Effectively communicate policies and standards to employees through programs using a variety of training media, demonstrations, visual posters, and other materials and techniques.

3. Visits job sites to identify potential unsafe conditions and practices and recommends effective corrective action. Provides management with reports on recommendations. Insures compliance with district policies and standards.

4. Determines specialized training needs to prevent accidents or prevent the reoccurrence of accidents; develops training programs; conducts or coordinates instruction of routine and special training classes and presentations to effectively inform employees on how to work safely.

5. Conducts accident investigations for the purpose of preventing future reoccurrence.

6. Maintains records and reports that will contribute to successful tracking incident rates to identify problem areas. Maintains records of all hazardous chemicals and materials in the work environment and provides supervisors and employees with required standards, controls, and training. Follows up on all postaccident corrective actions to insure compliance. Maintains employee safety suggestion program.
JOB DESCRIPTION

ESSENTIAL FUNCTIONS (Cont.):

7. Effectively communicates with department heads to insure that district policies and standards are met and that action is taken to insure compliance.

8. Works with and in areas containing chemicals, gases, vapors, dust, exhaust, and raw sewage; may carry equipment over rough terrain; may lift equipment and materials weighting in excess of fifty pounds; may climb heights to over fifty feet and enter confined spaces.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

AND

Certification to train first aid, cardiopulmonary resuscitation, and defensive driving.

Experience: A minimum of four years of increasing responsibility in a structured occupational safety and health program or related training field.

Knowledge of:
- District safety rules and regulations.
- Appropriate governmental safety rules, regulations, codes, and requirements.
- Fundamentals of adult learning theories.
- Modern training practices and techniques.
- Hazardous materials precautions and regulations.
- Fundamentals of safe working practices.
- Fundamentals of airpack servicing and repair.

Ability to:
- Analyze, design, develop, conduct and evaluate a comprehensive safety program that prevents incidents.
- Train individuals effectively.
- Maintain accurate reports and records.
- Compile statistical data for reports.
- Draw conclusions from reports and develop effective programs based on those conclusions.
- Effectively communicate to employees and supervisors the district's safety policies and procedures.
- Work cooperatively with employees and supervisors.
MINIMUM QUALIFICATIONS (Cont.):

Education: Any combination of education and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the required education would be to graduate from an accredited four year college or university with a degree in occupational safety and health or a related field.

PHYSICAL REQUIREMENTS:

Driving: Heavy. Will drive district sedans, pick-up trucks or vans.

See Human Resources for physical assessment form.
I confirm that this job description is an accurate representation of this position as of this date.

Department Head Approval___________________  Date_______________

General Manager Approval____________________ Date_______________