

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

SAFETY COORDINATOR – PUBLIC WORKS

DEFINITION:

Under general direction, the Safety Coordinator oversees the development, implementation and compliance of the Public Works Department's safety programs. This classification reports directly to the Director of Public Works to ensure compliance across the various work divisions and units of the Department. The Safety Coordinator works with supervisors and staff of the various divisions to develop the Department's safety program and training, monitor compliance, and address specific incidents under the Department's Injury and Illness Prevention Program (IIPP). The Safety Coordinator will also work in coordination with the County's Risk Manager on overall goals and objectives of the County's overall safety program and loss prevention.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Chairs the Department's monthly Safety Committee meeting and recommends corrective actions involving specific incident reviews or safety trends observed. Serves as department representative on the Countywide Safety Committee
- Educates division managers, supervisors and staff on safety requirements and compliance
- Performs regularly scheduled or emergency safety inspections and audits of Public Works staff operations, equipment and facilities
- Coordinates the department's monthly safety module reporting, and provides quarterly/annual reviews of units and the department compliance
- Maintains database of safety related incidents within the department
- Maintains database of staff safety training completed and forecasts training needs for the department
- Catalogs the department's safety programs detailing actions for the various units and reviews for current regulatory compliance
- Develops and updates necessary policies and procedures, program manuals, operative strategies, and accident prevention measures
- Develops specific Job Safety Analysis for performance of tasks within the department
- Reviews reports of claims of accidents or injuries and inspects scenes of accidents, injuries and property damage; takes photographs and collects and preserves evidence as needed
- Plans, develops, conducts and/or facilitates training programs and seminars for employees at all levels of the organization
- Addresses hazardous material and abatement connected to County facilities and Public Works operations
- Coordinates, communicates, and oversees Department compliance with all State, Federal and local regulations including Occupational, Safety and Health Administration (OSHA), Environmental Protection Agency (EPA); National Fire Protections Association (NFPA); Environmental Health and Safety and other safety laws and standards.

- Represents the department at regulatory hearings
- Administers Department of Transportation drug and alcohol testing program
- Oversees operations involving maintenance clean-up projects with aspects of industrial and environmental hygiene
- Works with plant staff on use and control of chemicals and safety exhaust/emergency actions
- Works with the County's Risk Manager to align injury and illness prevention goals for the County
- Acts as department contact for incident command during evacuation of Public Works office(s)
- Notifies staff of weather-related safety issues, including heat exposure
- Performs other duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Federal, state and local environmental and occupational safety regulations, including OSHA and CalOSHA, EPA, Federal DOT, NEPA and SB198 requirements
- Standard and accepted principles and techniques of program management including planning, budgeting, implementation, administration and evaluation
- Standard and accepted principles, practices and methods of safety, occupational health and loss prevention
- Standard and accepted principles and techniques of effective employee training
- Methods of safety audit inspections and reporting
- Methods, materials, tools and equipment used in public works operations, maintenance, and construction activities including light and heavy equipment
- Standard and accepted practices of hazardous waste/material handling, storage and disposal
- Exposure monitoring, permissive exposure limits and threshold limit values
- Technical report writing, research methods, analytical and statistical methods
- Computer applications and techniques
- Industrial hygiene and ergonomics monitoring techniques
- Familiarity with basic environmental compliance regulations such as Hazardous materials and Hazardous waste rules

Ability to:

- Identify safety hazards
- Plan, develop, implement, and coordinate specialized risk and safety programs
- Design and deliver effective training programs to meet the Department's IIPP
- Effectively conduct investigations, collect and analyze data, and develop solutions to complex problems
- Deal tactfully with department supervisors and staff in reviewing, identifying and addressing gaps in the current safety practices for the department
- Communicate effectively, both verbally and in writing to present, report and provide proposals to address broad and specific safety issues
- Organize work, set priorities, meet critical deadlines and follow up on assignments
- Establish and maintain effective electronic record keeping systems

- Work in standard office environment and in a variety of outdoor field environments.
- Be a positive advocate for safety and promote behavior on safety adherence, safety practice upgrades, and loss prevention
- Understand, interpret and apply provisions of federal, state, and local legislations, rules and regulations pertaining to program and policies which are applicable to the department

EDUCATION AND EXPERIENCE:

Either A: An Associate’s degree from an accredited college or university with major study in Safety Engineering, Occupational Health, Safety and Industrial Hygiene, Environmental Health, Business Administration, Risk Management, or closely related field and four years of experience in safety inspection, training or compliance in an oversight capacity. (Job-related experience may be substituted for the required education on a year-for-year basis).

Or B: Graduation from an accredited four-year college or university with a Bachelor’s degree in Safety Engineering, Occupational Health, Safety and Industrial Hygiene, Environmental Health, Business Administration, Risk Management, or closely related field. In addition, two years of experience in safety inspection, training or compliance in an oversight capacity. (Job-related experience may be substituted for the required education on a year-for-year basis). (A Master’s degree in Safety Engineering or Industrial Hygiene may substitute for up to one year of required experience).

LICENSES AND CERTIFICATES:

Certification by OSHA in Public Sector Safety & Health for either general or construction industry must be obtained within two years of appointment and must be maintained throughout employment.

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 02-24-16
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