

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SAFETY OFFICER
DEPARTMENT: RISK MANAGEMENT
REPORTS TO: RISK MANAGER

CLASS CODE: 16626
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs professional level work involving planning, organizing, coordinating and reviewing the implementation and maintenance comprehensive and effective safety programs for County departments, including: conducting inspections, disseminating safety information and training employees regarding same.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Coordinates safety programs, including: conducting inspections of facilities and operations, identifying hazards and recommending action; developing communication materials and disseminating to staff; training new employees in safety policies, hazard identification and other safe work practices by holding monthly safety meetings; coordinating training classes regarding job functions.

Reviews accident reports, corrective actions taken and makes additional recommendations, as needed.

Coordinates DMV pull notice program, notifies supervisors when driving deficiencies occur and makes recommendations.

Conducts 18 mile driving evaluations on all employees driving County vehicles and makes recommendations regarding poor driving habits.

Provides consultation services to departments to assist them in developing an effective hazard identification, inspection and training program.

Coordinates a variety of training classes, including: CPR; first aid; defensive driving; and back safety.

Conducts periodic review of safety programs and develops recommendations for revisions.

Conducts pre-inspections of building for safety hazards before lease or purchase.

Provides staff services to the safety council to assist in carrying out responsibilities and functions.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Interacts with a variety of high level individuals and governmental agencies, both internally and within the community to provide information, disseminates departmental information and assists in resolving administrative issues.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
Light, Sound and Temperature Monitor

General Office Equipment
Electrical Current Tester

Vehicle
Audiovisual Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors degree from an accredited four-year college or university in Occupational Health or related field; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles, practices and methods of safety and OSHA programs.

Applicable state, federal and local ordinances, codes, laws, acts, rules and regulations and legislative issues.

Principles and techniques of employee training.

Hazardous material handling.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

County government organization and operations.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, handbooks, procedure manuals, and so forth.

Plan, promote and implement effective safety programs.

Analyze OSHA programs, operations and procedures, and develop sound conclusions and recommend appropriate changes and improvements.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel; speak and hear.

While performing the essential functions of this job the employee is regularly required to ascend or descend ladders, stairs, ramps, and the like, using feet and legs or hands and arms and to maintain body equilibrium to prevent falling when walking or standing on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job the employee is regularly required to use sound and odor perception and discrimination.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

When performing field work, the employee is exposed to outside atmospheric conditions and possible bodily injury from moving mechanical parts of equipment, tools, or machinery, electrical shock, or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.