



CLASS SPECIFICATION

Class Code: 17476
Date Est: 07/2013
Last Rev: 01/2021
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

SAFETY/TRAINING/EOC COORDINATOR-CSD

DEFINITION

Under general supervision, coordinates the safety program within the Community Services Department and the Operations Division; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time work experience in the field of construction safety to include confined space entry, lock out/tag-out, worksite inspection, accident investigation, employee safety training, DOT Federal Motor Carrier Driver Qualification Files AND experience working in an environment that is familiar with emergency operations; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

OSHA 10-hour certification is required at the time of appointment; OSHA 30-hour certification must be obtained within six months of date of appointment.

CPR and Basic First Aid (Instructor Level) must be obtained within six months of date of appointment.

ICS 100, 200, 300, and 700 must be obtained within one year of date of appointment.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate with Risk Management and County staff to develop and oversee the safety program within the Community Services Department.

Plan, coordinate, and conduct safety training programs for employees within the Community Services Department to ensure compliance with OSHA standards and all other applicable regulations.

Coordinate and monitor environmental permitting and compliance, including hazardous materials, MSDS, storing and handling chemicals.

Monitor the effectiveness of safety training programs related to OSHA, pesticide application, etc. and identify additional training programs that may be needed and make appropriate recommendations.

Conduct a variety of worksite safety inspections to monitor and ensure compliance with the safety program, OSHA standards, and all other applicable regulations.

Investigate, document, report, and follow up on safety program violations and accidents. Initiate on the spot and long-term corrective action to prevent the reoccurrence of a violation or to correct an area of concern.

Serve as the Community Services Department liaison to the Emergency Operations Center (EOC) to foster ongoing training initiatives, develop operational planning, and coordinate response efforts in the event of an emergency.

Coordinate mandatory policy training such as DOT Driver's Training, CPR, and DOT drug/alcohol training.

Coordinate the Commercial Driver's License DOT regulations for random, pre-employment, and follow up drug screens.

Maintain DOT Federal Motor Carrier Driving Qualification Files.

Provide documentation to Risk Management on the department's injury, incident, and Worker's Compensation claims.

Monitor light duty assignments within the Community Services Department.

Ensure Community Services Department staff performs duties and responsibilities in a safe manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Operations, policies, and procedures of the Community Services Department.

Computer software specific to the Community Services Department.

Ability to:

Perform the full scope of safety program administration with minimal supervision.

Promote and enforce the established safety program

Understand the organization and operation of the County as necessary to assume assigned responsibilities within the Community Services Department.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Standard safety practices, processes, tools, equipment, and materials related to construction trades.

Principles and techniques used in the administration of a comprehensive safety program.

Investigative techniques used to conduct worksite inspections and investigate work related accidents.

Emergency operations principles and practices.

Training methods, resources, and instructional tools needed to maintain an effective safety training program.

Pertinent local, state, and federal laws, statues, codes, and regulations, including OSHA standards and hazardous materials.

Ability to:

Plan, coordinate and direct the operation of the safety program within the Community Services Department.

Analyze Community Services Department operations, equipment, tasks, and procedures to record accurate data and prepare reports.

Plan, design, implement, and evaluate safety training classes.

Prioritize and coordinate safety trainings for employees.

Prepare training materials and reference manuals.

Prepare and perform effective presentations.

Operate safety equipment.

Use computer software programs to analyze data, prepare reports, and compose documents.

Coordinate and comply with environmental permitting.

Recognize training needs and select appropriate training methods and materials.

Develop and implement recommendations for safe workplace procedures.

Multi-task, prioritize, and organize own workload.

Investigate, collect and analyze data, and prepare reports.

Communicate effectively, both verbally and in writing.

Read, interpret, and comply with policies and procedures, laws, codes, and regulations.

Research and analyze issues, identify problems, and present alternative solutions.

Establish and maintain cooperative, effectively working relationship with outside agencies, the EOC and County personnel.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to lift up to 75 lbs. Ability to frequently stand and walk. Ability to perform sustained activities in a variety of environments, temperatures, and weather conditions. Ability to perform work at heights above 10 feet.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.