

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Safety Specialist
DEPARTMENT	Public Works\Operations
UNION:	114
SG:	14
CS:	Yes
FLSA:	Y
EE04CODE:	TE

NATURE OF WORK:

The Safety Specialist provides field safety analysis, inspection services, accident investigation, safe work practice competency training and evaluation to Public Works Operations and other City departments as requested. (Is on call with the Bellingham Fire Department as the Department's liaison and may assist with hazardous materials spills assessment and clean up.)

DISTINGUISHING CHARACTERISTICS:

This is a stand-alone classification, as its duties are unique within the City system. This position is distinguished by its single focus on workplace safety and the provision of safety services on a City-wide basis.

SUPERVISORY RELATIONSHIPS:

Reports to the Assistant Director of Public Works/Operations. Works independently and under general supervision to perform tasks in accordance with department policies, procedures and pertinent regulations.

ESSENTIAL FUNCTIONS:

1. Works with superintendents, supervisors and staff to review safe work practices, proper equipment usage; audits/reviews safety documents (e.g. permits, checklists).
2. Administers the City's Hazardous Communication Program for training and hazard awareness among all City employees. Oversees the maintenance of Material Safety Data Sheet files.
3. Instructs personnel in skill and knowledge subjects with emphasis on safety principles and practices.
4. Inspects fieldwork and workers for compliance with regulatory and department safety requirements.
5. Conducts studies of perceived or suspected safety hazards.
6. Maintains departmental training records and certification requirements database.
7. Conducts and analyzes investigations of accidents and near misses with superintendents, supervisors and/or staff.
8. Writes safe work procedures and instructions.

9. Conducts needs and training analysis to determine departmental requirements for safety and training program.
10. Develops, plans, conducts and implements a variety of employee industrial hygiene, safety and health programs, including monthly division safety meetings and presentations.
11. Prepares reports and makes recommendations to the appropriate superintendent regarding facility inspections, accident investigations, hazardous conditions, equipment evaluations, industrial hygiene monitoring or other investigations.
12. Coordinates the Public Works Operations safety and training program, including selection of training materials and outside instructors. Schedules and develops year-round safety training classes and testing, e.g. hearing tests. Updates training requirements in accordance with WISHA and OSHA regulations and Department of Health and Washington Environmental Training Center (WETC).
13. Acts as a technical resource for Public Works Operations spill response activities. (Responds on call with the Bellingham Fire Department as the department's liaison; may assist with hazardous spills assessment and clean up.) May be called to respond to emergencies by Public Works Operations or the Bellingham Fire Department (e.g. petroleum/chlorine release).

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of the classification, as assigned.

KNOWLEDGE AND SKILLS:

- Skills in problem solving, decision making, planning, organizing, adaptability, flexibility, interpersonal sensitivity, time management and leadership.
- Skills in safe work practices, conducting safety investigations, advising on safety issues and conducting safety training classes.
- Training on and experience with hazardous materials regulations and practices.
- Excellent oral communications, technical report writing, teaching and presentation skills.
- Ability to obtain required safety training instructor certifications (i.e. first aid, flagging, etc.)
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job.

WORKING ENVIRONMENT:

Work may be performed in both indoor and outdoor environments. Routinely exposed to the elements. May wear protective clothing and equipment. Opportunity for potential accidental exposure to hazardous chemicals and materials.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three (3) years progressively responsible general work experience in an industrial environment and two (2) years experience as an industrial safety inspector or safety

trainer. Post-secondary classroom education in industrial safety may substitute for up to half of the specialized experience requirement.

- Demonstrated ability to interpret and apply written instructions.
- Experience in training and development functions, including program design and conducting training programs. Course work in adult education is preferred.
- Experience with work practices such as trenching, heavy equipment operation, line breaking, lockout/tagout procedures and confined space work.
- Experience conducting safety investigations requiring written analysis and reports.
- Experience advising managers and employees on safety issues.

NECESSARY SPECIAL REQUIREMENTS:

- Instructor certifications as required (e.g. CPR, industrial first aid).
- Hazardous Materials 40-hour emergency response certification with annual updates.
- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract a time of hire.

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COMMISSION ADOPTION: _____ January 11, 2006