

Summary of Duties: Directs, coordinates and develops occupational safety and health programs.

Distinguishing Features: The primary responsibilities of safety engineering and industrial hygiene personnel are the development of methods to promote safety and prevent accidents, and to train employees to develop an attitude of safety consciousness. They study and attempt to control factors affecting employee safety through application of basic safety techniques. They serve as consultants on safety and health matters and recommend the correction of unsafe practices and conditions. Since these employees do not have direct authority to enforce their recommendations, they must use considerable tact, diplomacy, and persuasiveness to obtain the cooperation of management, supervisory personnel, and employees in implementing their recommendations.

A Safety Engineer directs, coordinates and develops occupational safety and health programs. Assignments are received in terms of policy statements, and general reviews are made of obtained results. The Safety Engineer is responsible for ensuring that all work activities are carried out in a safe manner and employees are using proper safety techniques. An employee of this class supervises professional and clerical personnel engaged in occupational safety and health work.

Examples of Duties: Develops course outlines and recommends means of presenting safety training; develops work instructions emphasizing safety for specific operations; holds training meetings with supervisors and other employees to stress safe practices, develop an awareness of hazards, and instill a sense of personal responsibility for accident prevention; advises and instructs supervisors and workers in safety practices, industrial hygiene, first aid, rescue work, accident and fire prevention and sanitation; organizes safety contests; attempts to publicize safe practices for all employees.

Investigates working procedures, tools, equipment, and materials; recommends changes to correct hazardous or unsafe working conditions; investigates accidents resulting in employee injuries or fatalities and prepares detailed reports for management; analyzes employee accident reports to determine causes, and recommends remedial safety measures including mechanical safeguards and personal protective equipment; assists in developing safety devices; compiles records and prepares statistical and other periodic summary reports of accidents and recommended changes.

Consults with management and supervisors on the establishment, development and operation of a safety and accident prevention program; plans, institutes, and makes follow-up checks on safety inspection and training programs for use by supervisors; reviews plans and specifications for department buildings, machinery, and equipment to

assure conformance with occupational safety and health laws and regulations and the correction of mechanical, physical and health hazards; gives advice on safe practices for new operations and processes; inspects equipment, facilities, and buildings for existing or potentially hazardous conditions or unsafe practices and recommends remedial measures;

Works closely with professional safety organizations in the exchange of ideas and the development of safe practices and safety devices; provides management with information regarding occupational safety and health laws and codes pertinent to department operations, including the Federal Occupational Safety and Health Act, California Workers' Compensation Act and State Safety Orders, and City safety and fire ordinances.

Supervises a field and office staff engaged in safety, accident prevention and industrial hygiene work; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program; reviews periodic reports to ensure that the safety program is functioning properly; directs subordinates in the improvement of safety procedures; plans, organizes, and coordinates the activities of safety committees; cooperates with training units and supervises in conducting employee safety training meetings; assists management in accident analysis and prevention; works with a medical staff in the analysis of accidents in promoting an occupational health program;

Directs and coordinates safety publicity programs by various media; prepares and maintains a comprehensive set of safety rules with the assistance of safety committees; may represent the City at State hearings on the developments and revision of State Safety Orders and at other meetings of safety engineers; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles of safety engineering; a good knowledge of the hazards encountered in construction, operation, and maintenance work in City service, and of applicable accident prevention techniques and devices; a good knowledge of the media used to disseminate accident prevention information; a good knowledge of the provisions by Federal, State and local laws and regulations relating to employee safety, accident prevention and occupational health in City service, including pertinent provision of the Safety Orders of the California Division of Occupational Safety and Health, the California Vehicle and Health Acts, and the State and Federal Occupational Safety and Health Acts; a good knowledge of the principles and methods of employee safety training; a good knowledge of the activities and services of national, state and local safety organizations; a good knowledge of first aid for injured persons; a working knowledge of the principles and practices of supervision; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative

action; general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to detect accident hazards in construction, operating, and maintenance activities and procedures and in plans for equipment and building, and to devise adequate safeguards; the ability to conduct lecture and conference type training meetings; the ability to obtain the cooperation of employees, supervisors and management in adopting and using adequate safety devices and accident prevention methods; the ability to prepare clear and concise reports; the ability to analyze accident data; the ability to deal tactfully and effectively with management, employees, and the public; the ability to supervise a group of employees engaged in planning, implementing, and administering a comprehensive occupational safety and health program; and the ability to plan, organize, coordinate and direct an effective safety and accident prevention program for a large department.

Four years of experience as a Safety Engineering Associate or in a class at least at that level which provides professional safety engineering experience is required for Safety Engineer.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform lifting up to 15 pounds and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.