PERSONNEL COMMITTEE

11-0265R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF SENIOR SAFETY AND TRAINING SPECIALIST AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of senior safety and training specialist, which were approved by the civil service board on May 3, 2011, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that the pay range for said classification shall be Range 136. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:

Chief Administrative Officer/
Department Director

Approved as to form:

Attorney

Approved:

Auditor

HR TS:ao 5/13/2011

STATEMENT OF PURPOSE: This classification was created as part of an effort to improve on-the-job safety, which is a critical part of reducing city medical expenses. It replaces a classification that has been abolished, and includes higher-skilled duties, as well as a higher level of experience requirement comparative to the entry-level position of safety and training specialist, which is currently vacant. The classification will report to the safety and training

officer and will be responsible for developing and monitoring public works and utilities health and safety training programs and assisting with the development, maintenance and evaluation of citywide health and safety programs and training. The pay range negotiated for the classification is Range 136, $4,412 to $5,221 per month.

SENIOR SAFETY AND TRAINING SPECIALIST

PURPOSE: Under direction of the Safety & Training Officer, plan, develop, conduct, and monitor Public Works & Utility Department safety training programs; assist in the development, maintenance and evaluation of citywide safety programs and training; and assist management in directing employees in the completion of their safety responsibilities.

FUNCTIONAL AREAS:

1. Plan, develop, organize, coordinate, administer and conduct Public Works & Utilities Department, safety and training programs.

* A. Confer with management to identify safety training needs as to type, extent, and scope.
* B. Investigate, select, organize, and recommend various safety training programs and procedures.
* C. Formulate safety training course work in conformance with established training programs.
* D. Develop, coordinate, and conduct training for supervisors and employees on a variety of safety subjects pertinent to the operation of the department.
* E. Create and maintain, or ensure maintenance of, various required databases and records, and thoroughly document all provided training; and monitor employee progress in safety training programs and assist them with safety and training related issues.
* F. Prepare, arrange and/or conduct classes on the safe installation, adjustment repair, and servicing of gas ranges, water heaters, furnaces, dryers, and other gas appliances.
* G. Ensure all employees covered by the Department of Transportation's Office of Pipeline Safety (OPS) rules are trained and certified in compliance with current Operator Qualification (OQ) requirements, and coordinate all required testing and qualification.
* H. Update and maintain the department's written operator qualification plan, and update and maintain other required manuals, reports and files.
* I. Prepare, arrange, and/or conduct classes on the inspection, repair, and adjustment of electrical and mechanical controls
* J. Arrange for the presentation of specialized safety training by outside vendors when necessary.
* K. Assist the department with public education and outreach regarding safety.
* L. Coordinate the training and testing of internal and external inspectors in polyethelene fusion on gas, water and sewer systems.
* M. Prepare and maintain an up-to-date safety manual of all departmental safety and safety training rules pertaining to Public Works & Utilities employees, and assist with citywide safety manual maintenance. Establishing, maintaining, and using an up-to-date collection of the safety regulations of federal, state, and local legislation affecting Public Works & Utilities Department operations.
* N. Establish, maintain, and use a library of safety and training materials for the instructing of Public Works & Utilities employees.
* O. Attend departmental and other safety meetings.

2. Perform work site and accident investigations.

* A. Inspect and evaluate City operations for compliance with government regulations regarding safety and health, and in consultation with departmental authority and the Safety & Training Officer as appropriate, issue written directives for corrective actions as necessary.
* B. Issue written directives when inspections determine that Public Works & Utilities employees are not adhering to proper safety regulations.
* C. Issue written citations to employees in violation of health/safety regulations and standards when necessary.
* D. Enforce temporary closure of work sites that are in violation of health/safety regulations.
* E. Assist with determining appropriateness of corrective or disciplinary actions to eliminate recurrence of violations.
* F. Investigate personal injury, vehicle, and property accidents; filing accident reports; and compiling accident statistics.

3. Identify and evaluate loss-producing activities.

* A. Develop, implement and present employee health and safety programs to ensure employees are trained in safe work procedures and are fully aware of applicable state and federal regulations.
* B. Develop and conduct training and educational programs for administrators, managers, supervisors, employees and work units on issues of health and safety.
  C. Provide technical expertise and advice to management and work units in decision-making that affects the City's loss profile.
* D. Analyze hazards and develop risk assessments for work sites, and assist with the development of policies, plans, and procedures to minimize risk.
* E. Assist in the formation and maintenance of department/division health and safety committees and accident review boards.

4. Perform related duties.

* A. Maintain awareness of current or relevant health/safety regulations and legislation.
* B. Administer the DOT drug and alcohol testing program, and the Pipeline and Hazardous Materials Safety Administration (PHMSA) random drug testing program.
* C. Make spot checks at work sites to insure compliance with proper methods, guidelines, and procedures
* D. Maintain required OSHA logs and other records as necessary.
  E. Delegate authority and responsibilities to others as needed.
  F. Disseminate instructions to employees through bulletins and other communications.
  G. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

† Bachelor's Degree in Safety, Occupational Health, Industrial Engineering or related field; and four (4) years of verifiable experience in safety program development; and leading and training industrial safety and health programs.

Master's Degree in Safety, Occupational Health or Hygiene preferred.

License Requirements

† A. Possession of a valid Minnesota Class "D" driver's license or equivalent.

B. Associate Safety Professional (ASP) or Certified Safety Professional (CSP) certification preferred.

Knowledge Requirements

† A. Knowledge of loss control and occupational safety health procedures and practices.

† B. Knowledge of industrial hygiene principles and practices.

† C. Knowledge of federal, state, and local health and safety laws, regulations, and standards.

† D. Knowledge of the proper methods of preparing training lessons, training techniques, and of conducting training classes

E. Knowledge of the general principles and practices of program administration.

F. Knowledge of record-keeping principles and practices.

G. Ability to gain knowledge of natural gas pipeline operations and related safety issues, and methods that are applicable to water and gas distribution and servicing.

Skill Requirements

† A. Skill in preparing and writing reports; and maintaining accurate records

† B. Skill in applying loss control procedures to problem solving and accident causation/prevention identification.

† C. Skill in site and equipment inspection.

† D. Skill in analyzing and organizing information to develop, evaluate, and improve safety and training programs.

† E. Skill in using a PC and applicable software applications, including word processing, database, spreadsheet and presentation packages.

† F. Skill in making presentations before groups.

Ability Requirements

A. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.

† B. Ability to prepare lectures, speeches, and safety and training lessons.

C. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.

† C. Ability to establish and maintain effective working relationships with those contacted in the course of work.

† D. Ability to effectively implement teaching techniques and various methods of training through the set up and use of a wide variety of audio-visual tools.

† E. Ability to conduct research and analyze resulting data.

F. Ability to work independently without direct supervision.

† F. Ability to work under pressures of time constraints and conflicting demands.

† G. Ability to interpret, explain and apply applicable laws, codes, regulations and guidelines.

† H. Ability to frequently stand and walk and to occasionally bend, stoop, crouch, climb and balance as necessary to conduct inspections.

† I. Ability to occasionally lift and carry items such as projectors and computer equipment weighing up to 25 pounds.

† J. Ability to attend work on a regular basis.

✱ Essential functions of the position

† Job requirements necessary on the first day of employment