

PERSONNEL COMMITTEE

13-0304R

REPLACEMENT

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF SAFETY AND TRAINING OFFICER.

CITY PROPOSAL:

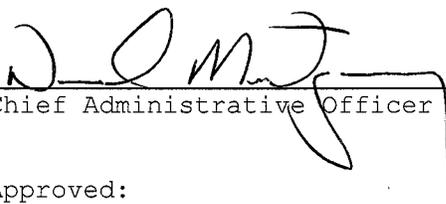
RESOLVED, that the proposed amendments to the specifications for the civil service classification of safety and training officer, which were approved by the civil service board on June 4, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its supervisory unit employees; and that pay ranges for said classification shall remain Pay Ranges 1100-1110, \$5,373 to \$6,851 per month. 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:



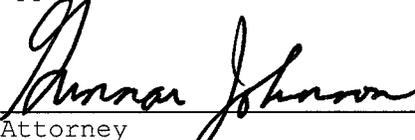
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR TS:ls 5/31/2013

STATEMENT OF PURPOSE: This safety and training officer position was vacated in October 2012, which prompted a review of the overall safety program for the city. During that review, it was determined that the existing job description needed to be revised, not only to reduce the task level items and create broader, more modernized essential functions and generalized job duties, and revisit the minimum qualifications of the position. This classification performs supervisory and administrative work in directing a comprehensive occupational safety and health program for city of Duluth employees, and will plan, direct and coordinate

an overall occupational safety and health program for city employees, develop related policies, and ensure safety training is provided to meet standards and requirements. The specifications have been updated to use current language and applicable duties, to add other minimum qualifications and to meet the new job classification format. The pay ranges negotiated for the classification will remain Pay Ranges 1100-1110, \$5,373 to \$6,851 per month.

Revised 06/04/2013

SAFETY AND TRAINING OFFICER

SUMMARY/PURPOSE:

To perform supervisory and administrative work in directing a comprehensive occupational safety and health program for City of Duluth employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Plans, directs and coordinates an overall occupational safety and health program for city employees.
2. ~~Develops the City's environmental, health and safety regulations and policies~~ Evaluates, develops, recommends, and/or implements the City's environmental, health and safety policies, programs, procedures, or equipment.
3. Enforces compliance with federal, state and local occupational safety and health laws and regulations and safety policies by conducting inspections, reporting statistics, and counseling managers and employees.
4. Identifies conditions which create hazards for workers; orders elimination of unsafe conditions and practices, and issues orders to temporarily close unsafe work sites when necessary.
5. Directs the collection and analysis of data on work related injuries and illnesses and the preparation of occupational safety and health reports.
6. Directs the preparation and implementation of a comprehensive safety training and education program for city employees.
7. Maintains complete and accurate records as required.
8. Responds to questions and resolves employee complaints and concerns regarding health and safety.
9. Develops and conducts safety education and training programs for employees as needed. 1C, 1E, 1F, 5E,
10. Coordinates the activities of departmental safety workers and committees and maintains liaison with public and private safety organizations outside the city.
11. Directs and/or participates in the investigation of occupational accidents, illnesses, injuries, and potentially hazardous environmental conditions, examines causes, maintains and analyzes records, and recommends appropriate actions.
12. Identifies enforcement and inspection measures to reduce Workers' Compensation claims, and assists with administration of overall program to determine areas for increased training and emphasis on accident prevention.
13. Identifies program operations costs and provide input to annual budget preparation.
14. Directs environmental studies and measurements to determine the presence of health hazards.
15. ~~Evaluates occupational safety and health programs and practices and recommends and/or implements new policies, programs, procedures or equipment.~~
16. Administers the drug and alcohol testing program.
17. Participates in department and Citywide safety meetings and facilitates monthly safety meetings for designated operating department(s) as requested.

Revised 06/04/2013

18. Supervises assigned staff.

19. Effectively recommends the hire, transfer, promotion, and suspension or discharge of subordinate personnel.

20. Establishes work standards, provides coaching and feedback, and conducts employee evaluations.

21. Performs related duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience requirements:
 - A. Master's degree in Environmental Health & Safety, Industrial Safety, Occupational Health & Safety, or a related field, plus at least two years of experience managing safety, health and environmental programs; or
 - B. Bachelor's degree in any field or an Associate's degree in Safety, Health or the Environment or a closely related field; plus a minimum of six years' professional work experience in managing occupational safety, health and environment programs; three years of which must have been in a responsible administrative capacity.
2. License Requirements:
 - A. Possession of a valid Minnesota Driver's License or equivalent.
 - B. Must obtain Natural Gas Operator Qualification (OQ) certification within six months of the date of hire.
 - C. Must obtain Certified Safety Professional (CSP) status within one year of appointment the date of hire.
3. Knowledge Requirements:
 - A. ~~Thorough~~ Considerable knowledge of the principles, practices, procedures, and equipment related to loss control and occupational safety and health.
 - B. ~~Thorough~~ Considerable knowledge of industrial hygiene principles and practices.
 - C. ~~Thorough~~ Considerable knowledge of OSHA, EPA, and other federal, state, and local regulations, laws, and codes pertaining to occupational, safety, health, and environmental functions.
 - D. Considerable Knowledge of the general principles of program administration.
 - E. Considerable Knowledge of principles, techniques, and methods of risk identification, accident prevention and loss control.
 - F. Considerable Knowledge of training techniques and practices.
 - G. Considerable Knowledge of the methods used in accident investigation, analysis and reporting, and techniques of accident prevention.
 - H. ~~Thorough knowledge of industrial hygiene principles and practices.~~
 - I. Knowledge of record-keeping principles and practices.
 - J. Basic Knowledge of worker's compensation laws and benefits.
4. Skill Requirements:
 - A. Skill in writing reports and maintaining accurate records.

Revised 06/04/2013

- 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 establishing and maintaining effective working relationships with those contacted in the course of work.
 - E. Skill in understanding, interpreting and applying relevant rules and regulations.
 - F. Skill in assembling data and preparing summaries, analysis, recommendations and reports.
 - ~~G. Skill in maintaining accurate records.~~
 - H. Skill in effective leadership.
 - I. Skill in analyzing and organizing information to develop, evaluate, and improve safety and training programs.
 - J. Skill in using a PC and applicable software applications, including word processing, database, spreadsheet and presentation packages.
 - K. Skill in making presentations before groups.
5. Abilities 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 interpret, explain and apply applicable laws, codes, regulations and guidelines
 - C. Ability to understand and implement oral and written instructions.
 - D. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
 - ~~E. Ability to establish and maintain effective working relationships with those contacted in the course of work.~~
 - F. Ability to set up and use a wide variety of audio-visual tools.
 - G. Ability to work independently without direct supervision and with multiple tasks.
 - H. Ability to work under pressures of time constraints and conflicting demands.
 - I. Ability to maintain and ensure the confidential nature of the safety information and records.
 - J. Ability to manage, coordinate and evaluate the work of others.
 - K. Ability to use initiative and independent judgment.
6. Physical Abilities Requirements:
- A. Ability to frequently stand and walk, and to occasionally bend, stoop, crouch, climb and balance as necessary to conduct inspections
 - B. Visual acuity sufficient to operate motor vehicle, use a digital camera, and inspect accident areas, including close vision and the ability to adjust focus.
 - C. Ability to operate a computer keyboard; and handle, operate or feel objects, tools or controls.
 - D. Ability to routinely lift and carry equipment weighing up to 25 pounds.
 - E. Ability to frequently stand and walk and to occasionally bend, stoop, crouch, climb, reach and balance as necessary to conduct inspections.
 - F. Ability to attend work on a regular basis.

Anlst: TS	Class:	Union: CDSA	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC:

SAFETY & TRAINING OFFICER

PURPOSE: Perform supervisory and administrative work in directing a comprehensive occupational safety and health program for City of Duluth employees.

FUNCTIONAL AREAS:

1. Administer the city's health, safety and related training programs.
 - * A. Plan, direct, and coordinate an overall occupational safety and health program for city employees.
 - * B. Develop and manage a variety of specific environmental, health, and safety programs necessary to achieve and maintain compliance with environmental, health and safety regulations.
 - * C. Set goals, priorities and broad objectives for safety and training in collaboration with directors, managers, and employees in order to reduce the cost, severity and frequency of accidents and illnesses.
 - D. Identify program operations costs and provide input to annual budget preparation.
 - * E. Identify and prioritize safety training needs and potential training participants based on pertinent regulations and specific needs identified by city departments, workers' compensation experience, and historical data.
 - * F. Develop, coordinate and present a variety of occupational health and safety training programs; identify and arrange for the presentation of specialized training by outside vendors when necessary.
 - * G. Respond to questions and resolve employee complaints and concerns regarding health and safety.
 - * H. Serve on the Accident Review Board and safety committees and advise management of their activities.
 - I. Maintain liaison with public and private safety organizations outside the city.
 - * J. Coordinate the safety activities of all safety and training personnel to ensure maximum benefit across the entire City.
2. Supervise and participate in work site investigations.
 - * A. Conduct scheduled and unscheduled workplace inspections to ensure compliance with applicable laws and regulations.
 - * B. Issue orders to temporarily close unsafe work sites when necessary.
 - * C. Notify appropriate departmental authority and Chief Administrative Officer (CAO) of violations of safety and environmental regulations and codes.
 - * D. In consultation with departmental authority, determine appropriateness of corrective or disciplinary actions to eliminate recurrence of violations.
 - * E. In consultation with departmental authority, issue written directives to correct deficiencies, and follow up to ensure that violations have been corrected.
 - * F. Initiate work order or contact vendor to correct problems, or recommend improvements or changes in safety procedures or equipment.
 - * G. Analyze hazards and develop risk assessments for both worksites and public city areas, and develop policies, plans, and procedures to minimize risk.
3. Manage policy and procedure administration.

- * A. Evaluate and review operating procedures and safety precautions to minimize the potential for accident, injury, or illness.
 - * B. Develop, recommend, and/or implement new policies, programs, procedures, or equipment.
 - * C. Enforce safety policies by conducting inspections, reporting statistics, and counseling managers and employees; and making regular reports to the CAO.
 - * D. Investigate safety and health complaints submitted by management, employees, the public and regulatory agencies, evaluate and recommend solutions, implement communicate solutions to affected parties.
 - * E. Provide technical expertise and advice to management and work units in decision-making that affects the City's loss profile.
4. Supervise and participate in accident/incident investigations.
- * A. Investigate and analyze reports of injury, property damage, and occupational disease to determine causative factors and recommend corrective actions.
 - * B. Direct the collection, investigation, and analysis of accident and work-related injury/illness data; and the preparation of occupational safety and health reports.
 - * C. Create and maintain a records system to measure accident/incident cost and program effectiveness, and to facilitate management reporting.
5. Supervise assigned staff.
- * A. Prioritize, schedule, and assign work, including developing yearly duty schedules.
 - * B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
 - * C. Establish work standards, provide coaching and feedback, and conduct employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Provide for the training of employees in proper and safe work methods and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written instructions.
 - * I. Determine fiscal requirements and prepare budgetary recommendations; and monitor, verify and reconcile expenditure of budgeted funds.
6. Perform related duties.
- * A. Determine need for medical specialists, industrial hygienists, property protection specialists and other professionals to assist in identifying and reducing conditions affecting the City's loss profile, and recommend such services to appropriate management personnel.
 - * B. Develop and direct the City's hazardous waste program, including inspecting and evaluating the maintenance and disposition of hazardous materials stored within the city and making recommendations as appropriate.
 - * C. Review and recommend revisions to purchasing and contracting specifications to ensure

- compliance with health and safety regulations.
- D. Annually review and purchase required fire/boiler policies for city properties.
- E. Provide backup and oversight of the DOT drug testing program.

JOB REQUIREMENTS

Education & Experience

- † Master's degree in Environmental Health & Safety, Industrial Safety, Occupational Health & Safety, or a related field, plus at least two years of experience managing safety, health and environmental programs.

License Requirements

- † A. Possession of a Minnesota Class "D" driver's license or privilege upon appointment and thereafter.
- B. Ability to obtain certification as a Safety Professional (C.S.P) within one year of appointment.

Knowledge Requirements

- † A. Thorough knowledge of the principles, practices, procedures, and equipment related to loss control and occupational safety and health.
- † B. Thorough knowledge of industrial hygiene principles and practices.
- † C. Thorough knowledge of OSHA, EPA, and other federal, state, and local regulations, laws, and codes pertaining to occupational, safety, health, and environmental functions.
- † D. Knowledge of the general principles of program administration.
- † E. Knowledge of the techniques of accident prevention.
- † F. Knowledge of the methods used in accident investigation, analysis and reporting.
- † G. Knowledge of training techniques and practices.
- † H. Knowledge of record-keeping principles and practices.

Skill Requirements

- † A. Skill in 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 using a PC and applicable software applications, including word processing, database, spreadsheet, and presentation packages.
- † E. Skill in making presentations before groups.
- † F. Skill in analyzing and organizing information to develop, evaluate and improve safety and training programs.
- † G. Skill in establishing and maintaining effective working relationships with those contacted in the course of work.

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 communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
- † C. Ability to interpret, explain and apply applicable laws, codes, regulations and guidelines.
- † D. Ability to use initiative and independent judgment.
- † E. Ability to work under pressures of time constraints and conflicting demands.
- † F. Ability to frequently stand and walk, and to occasionally bend, stoop, crouch, climb and balance as necessary to conduct inspections.
- † G. Ability to occasionally lift and carry objects such as projectors and PCs weighing up to 25 pounds.
- † H. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

Anlst: JA	Date: 20060309
Union: Supervisory	Pay: 1100-1110
CSB: 20060404	Class: 1361
CC: 20060424	Res: 06-0294R