

SAFETY & TRAINING SPECIALIST

PURPOSE: Under direction of the Safety & Training Officer, develop and monitor Public Works & Utility Department health and safety training programs, and assist in the development, maintenance and evaluation of citywide health and safety programs and training.

FUNCTIONAL AREAS:

1. Coordinate, administer, and evaluate Public Works & Utilities Department safety and other training programs.
 - * A. 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 processes.
 - * B. Create and maintain, or ensure maintenance of, various required databases and records, and thoroughly document all provided training.
 - * C. Develop, coordinate, and conduct training for supervisors and employees on a variety of subjects pertinent to the operation of the department.
 - * D. Arrange for the presentation of specialized training by outside vendors when necessary.
 - E. Update and maintain the department's written operator qualification plan, and assist with the updating and maintenance of other required manuals, reports and files.
 - F. Assist the department with public education and outreach regarding safety.
 - * G. Monitor employee progress in training programs and assist them with safety and training related issues.
 - * H. Coordinate the training and testing of internal and external inspectors in polyethelene fusion on gas, water and sewer systems.
 - * I. Review and/or prepare purchasing and contracting specifications to ensure compliance with health and safety regulations.
 - * J. Attend departmental and other safety meetings.
2. Assist with 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 citations to employees in violation of health/safety regulations and standards when necessary.
 - * C. Assist with enforcement of temporary closure of work sites that are in violation of health/safety regulations.
 - * D. Assist with determining appropriateness of corrective or disciplinary actions to eliminate recurrence of violations.
 - * E. Assist with investigation of accidents involving City vehicles and equipment.
3. Assist in identifying and appraising loss-producing practices.
 - * A. Assist with the development and presentation of employee health and safety programs to ensure employees are trained in safe work procedures and fully aware of applicable state and federal regulations.
 - * B. Assist with the development of, and conduct training and educational programs for administrators, managers, supervisors, employees and work units on issues of health, safety, and loss control.

- 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. Review and process payments for required fire/boiler insurance policies.
 - * C. Administer the DOT drug testing program.
 - D. Maintain required OSHA logs and other records as necessary.
 - E. Perform related tasks as assigned.

JOB REQUIREMENTS

Education & Experience Requirements

- † Bachelor's degree in Occupational Safety, Industrial Hygiene, Risk Management or a closely related field, plus two years of verifiable related experience in leading and training safety, health and environmental programs; (A Master's degree in Industrial Hygiene, Occupational Safety or a closely related field will satisfy one year of the two-year experience requirement.)

License Requirements

- † A. Possession of a Minnesota Class "D" driver's license or privilege upon appointment and thereafter.
- B. Must obtain Natural Gas Operator Qualification (OQ) certification within six months of the date of hire.
- C. Must obtain certification as a Certified Safety Professional (CSP) within one year of appointment.

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 training techniques and practices.
- 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.

Skill Requirements

- † A. Skill in preparing 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 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 set up and use a wide variety of audio-visual tools.
- † E. 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 PC's 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

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| HR: TS | Union: Basic | EEOC: Professionals | CSB: 20110301 | Class No: 1605 |
| WC: 9410 | Pay: 135 | EEOF: Admin/Finance | CC: 20110314 | Resolution: 11-0123R |