

| | | | |
|-----------------|----------------------------------------------------|-------------------|------------------------------------------------|
| JOB TITLE: | ENVIRONMENTAL, HEALTH AND SAFETY SPECIALIST | DIVISION: | DISTRICT – RISK MANAGEMENT & SAFETY |
| REPORTS TO: | DIRECTOR OF RISK MANAGEMENT & SAFETY | EEO CATEGORY: | 02 - PROFESSIONAL |
| FLSA: | NON-EXEMPT | SAFETY-SENSITIVE: | NO |
| CLASSIFICATION: | NON-REPRESENTED | LOCATION: | SAN RAFAEL |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the Director of Risk Management and Safety general direction, develops, implements and administers occupational health, safety and environmental programs in accordance with federal, state and local regulations, industry standards and District policy; works closely with District management, operating supervisors, union representatives and employees to identify and evaluate potentially hazardous conditions and formulate recommendations for preventive or corrective action; interprets federal, state and local safety and environmental regulations and assists management in achieving and maintaining compliance; works closely with contract medical and industrial hygiene specialists to monitor conditions and their possible effect on the health of employees; develops and provides employee safety training; participates in emergency preparedness and contingency planning activities; supervises staff in performance of administrative duties related to health, environment and/or safety, and additional duties as assigned.

Essential Responsibilities

- Develops, implements and evaluates safety policies, procedures and programs to reduce work-related accidents, eliminate potentially hazardous conditions and control financial losses
- Responsible for assigned existing and on-going safety and environmental programs such as Blood Lead, Hearing Conservation, Respiratory Protection, Hazardous Waste tracking, etc.
- Investigates causes of accidents and recommends changes in procedures, equipment usage, and/or work environment to correct problems and prevent recurrence
- Reviews results of corrective actions
- Participates in regular safety meetings with Bus, Ferry, Bridge and District Division employees to discuss potential environmental and/or safety problems, interpret procedures and discusses other safety-related issues
- Routinely visits all District facilities
- Performs liaison function with outside agencies such as Fire Protection Services, EPA, Cal-OSHA and OSHA



- Operates, maintains and calibrates sophisticated environmental monitoring and sampling equipment
- Performs required industrial hygiene sampling at all locations
- Evaluates new equipment and processes
- Inspects equipment, tools and work aides for proper and safe operation and recommends removal from service for required repairs or modifications as necessary
- Researches regulations, standards and codes, and coordinates compliance with federal, state and local environmental legislation
- Performs job site inspections to ensure safe working conditions, detect potential problems and rate potential problems according to factors such as probability and potential severity of injuries
- Develops and conducts employee training programs on safe work practices, first aid, fire procedures, and other environmental and safety related issues
- Conducts individual employee training as needed
- Maintains training records on Environmental, Health and Safety related matters
- Designs conventional and computerized record keeping systems, and provides training to clerical employees who maintain these systems and updates data bases
- May operate District vehicles on a regular basis
- Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

Knowledge of:

- Federal, state, county, local, OSHA, U.S. Coast Guard, D.O.T and EPA requirements and industry standards
- Proper courses of action to prevent or reduce accidents
- Modern approaches to health and safety management
- Training techniques, training program development, development of procedures and manuals, and techniques of implementing and promoting programs in a multifaceted organization

Ability to and Skill in:

- Organize work, manages multiple priorities, and meet deadlines
- Identify needs and develop programs and work procedures to promote employee safety and occupational health
- Conduct investigations and prepare reports on safety-related issues
- Instruct and motivate employees in a positive effective manner
- Develop and maintain constructive professional working relationships with all encountered in the course of work
- Communicate effectively both orally and in writing with state and federal agencies, union representatives, District employees and insurance representatives
- Use advanced audio/visual equipment
- Proficiently use personal computer and applicable software (Microsoft Office, Excel, Access Database, and Power Point)



Minimum Qualifications

Education and/or Experience:

College level training and experience equivalent to:

- Bachelors' degree with major course work in occupational health and safety, industrial hygiene, environmental compliance, hazardous materials management, or closely related field. A Masters' degree in a position related field may be considered in lieu of one year experience. Position related experience may be considered on a year per year basis in lieu of degree
- Two years recent full-time position related experience in the field of occupational health and safety, including the planning and execution of safety program elements, accident investigation and equipment inspection

Required License:

Must possess and maintain a current, valid California Driver's License and a satisfactory driving record. Operates District Vehicles on a regular basis.

Physical Requirement:

Use personal protective equipment such as gloves, hardhat, safety glasses or goggles, hearing protection, respirators and fall protection equipment. Visit work locations, which may include maintenance shops, bridge scaffolds, marine facilities and ships, bridge towers and cables, etc. Climbing stairs or ladders and working at high elevations, with appropriate protective equipment.