

ENVIRONMENTAL HEALTH AND SAFETY SPECIALIST

DEFINITION

Develops, implements, coordinates, promotes, and evaluates safety and risk management programs encompassing environmental and occupational health, safety, and emergency preparedness services and activities.

TYPICAL DUTIES

Recommends priorities for and develops, implements, promotes, and evaluates comprehensive environmental and occupational health, safety, and assigned emergency preparedness programs.

Evaluates working conditions and operational practices and inspects properties and equipment to identify health and safety hazards and other violations of health and safety standards and to insure conformance with established environmental and occupational health and safety laws, rules, and requirements.

Conducts studies of technical safety, health, and disaster control issues and develops recommendations and procedures for the improvement and extended implementation of safety programs.

Investigates possible violations of health and safety regulations, personal injuries, and material damages; compiles and analyzes data to identify the severity of accidents, their causes and costs, and recommends corrective and remedial action.

Responds to employee complaints and investigates for the purpose of identifying hazards.

Advises management and operating officials on technical and administrative matters related to safety and risk management programs.

Analyzes federal, state, and local laws, directives, guidelines, and codes related to environmental and occupational health and safety and adapts and incorporates applicable provisions into safety and emergency preparedness programs.

Develops educational, technical, and promotional materials and implements and conducts risk management and safety education and training programs for employees.

Contacts regulatory agencies in the field of environmental and occupational health, safety, and disaster control and prepares required reports and updates.

Develops procedures for monitoring safety and risk management functions.

Conducts routine workplace inspections.

Prepares correspondence, reports, and presentations related to safety and risk management programs.

May develop and maintain the District's recycling program.

May provide training and work direction to student employees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Environmental Health and Safety Specialist** applies a thorough knowledge of the principles and practices associated with environmental and occupational health and safety in developing and recommending policies, procedures, and standards and implementing and managing of occupational health, safety, and emergency services programs.

They are currently no closely related classes in the District.

SUPERVISION

General supervision is received from a classified administrator. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and techniques of environmental and occupational health and safety and accident prevention
- Methods and techniques of accident reporting and investigation
- Theories and techniques of fire prevention
- Basic environmental and occupational health and safety principles and practices
- Disaster control and emergency preparedness
- Federal, state, and local laws, regulations and guidelines related to environmental and occupational health and safety including pertinent provisions of the Safety Orders of the California Division of Industrial Safety, the California Vehicle Code, the California Worker's Compensation Act, and the federal and state Occupational Safety and Health Acts
- Activities and services of national, state, and local safety, health, and emergency services organizations
- Principles and techniques of training
- Organization and management of records
- Equipment, operations, and hazards associated with occupational groups found in the public service
- Capabilities of computer systems, applications, and hardware

Ability to:

- Develop, coordinate, and evaluate safety and risk management programs
- Identify and analyze health and safety problems and hazards, evaluate alternative practices, and make appropriate recommendations
- Interpret and analyze laws, rules, regulations, and policies related to safety, risk management, and emergency preparedness programs
- Make clear, concise, and effective oral and written presentations and reports
- Train others in safety, health, and emergency procedures and practices
- Establish and maintain effective and cooperative working relationships with administrators, staff, students and representatives of private organizations and public agencies
- Direct others in emergency situations
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university or its equivalent. Courses in safety engineering, industrial engineering, environmental and occupational health and safety, fire prevention or closely related fields are desirable.

AND

Three years of full-time paid experience in safety engineering, safety inspection, or safety program development, implementation or administration.

Special:

A valid Class "C" California driver's license.
Access to an automobile.