VALLECITOS WATER DISTRICT

SAFETY TECHNICIAN

DEFINITION

Under general supervision, plans, develops, coordinates, and performs work related to the District occupational health and safety programs, workers’ compensation and return to work program, disaster preparedness plans, and emergency response procedures; performs related work as assigned.

CLASS CHARACTERISTICS

This single incumbent, non-supervisory class is responsible for the full range of occupational health and safety, workers’ compensation, and return-to-work programs, and assists with disaster preparedness and emergency response duties. This class is distinguished from the Risk Management Supervisor, which oversees the Risk Management department, including occupational health, source control, and risk management.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Develop, review, update, and maintain all occupational health and safety manuals, procedures, programs and educational materials in compliance with federal and state laws including OSHA, DOT, Cal OSHA, EPA and the Illness and Injury Prevention Program (IIPP);
- Develops, coordinates, and conducts employee safety training programs including, but not limited to, new employee safety orientation, industrial lift truck, hearing conservation, CPR/first aid/AED, confined space, respiratory, traffic control, fall protection, lock-out/tag-out, hazard communication and OSHA outreach programs; documents and tracks employee attendance at safety training; presents to employee groups regarding safety and compliance issues;
- Coordinate the District’s safety shoe program and prescription safety glasses program; tracks employee usage, spending, and allowance under the programs;
- Consults with department heads, managers, supervisors, technical staff, and safety committee on safety issues and procurement of equipment, materials, and training aids; chair the District’s monthly Safety Committee; assist staff in developing safe work procedures; correct and advise any deficiencies;
- Prepares, conducts, and coordinates safety awareness and accident prevention programs; collaborates with professional safety organizations and other water agencies to obtain and exchange current best practices;
- Inspects District facilities, equipment, and work sites for compliance with safety standards; recommends shut-down of work sites which do not comply with District, local, state and federal regulations or where imminent hazards are observed;
- Identifies hazards, prepares reports of unsafe equipment and conditions, establishes corrective action, and conducts follow-up;
- Prepares and files work related injury and illnesses claims; conducts accident and occupational illness investigations; maintains related records;
- Coordinates worker’s compensation program with District’s medical health care provider, (JPIA) insurance carrier, and Risk Management Supervisor; maintains and posts OSHA accident injury logs; analyzes and interprets data from accident investigations and makes suggestions for changes in safety engineering, administrative procedures, or personal protective equipment;
- Coordinates the District’s Return to Work Program for all occupational injuries/illness; works with supervisors to provide temporary modified work assignments under the District’s Return to Work Program; gathers information and prepares for management review and approval, per Program guidelines; tracks medical progress and timelines for employees in program;
- Coordinates District’s wellness program, including arranging employee wellness events, applying for wellness grant opportunities, and maintaining the on-site fitness facility;
- Monitors District’s fire extinguisher, automated external defibrillator, and first aid kit safety plans;
- Assists the Risk Management Supervisor with District’s disaster preparedness program; acts as District liaison with other local emergency response organizations; responds to emergencies as a member of the District’s HAZMAT team, or per the Emergency Response Plan;
- Implements District respiratory protection program and associated medical surveillance and respirator fit testing program; performs minor repairs on respiratory equipment;
- Coordinates District random drug/alcohol testing program in accordance with DOT regulations;
- Enters, removes, and monitors information in the District’s Employer Pull Notice Program;
- Prepare and submit budget cost projections for Safety and Wellness programs;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Practices, methods, and techniques of health and safety regulatory compliance and safety program development and implementation;
- Federal, state, and local occupational health and safety practices and regulations related to the work of a water and wastewater utility;
- Accident investigation techniques;
- Safety education and training principles and techniques;
- Handling, storage, and disposal of hazardous materials;
- Principles of disaster preparedness and emergency responses;

Ability to:

Communicate clearly both orally and in writing;
Establish and maintain effective relationships with District staff, the public, and those contacted in the course of the work;
Perform professional administrative and analytical work related to occupational health;
Train staff on a variety of safety procedures and regulations;
Develop and implement effective safety and workers’ compensation/return to work programs;
Make recommendations regarding operational procedures;
Respond to emergency and problem situations effectively;
Exercise sound independent judgment within established policy guidelines.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and; three years of experience in safety compliance programs. Experience in a water and/or wastewater utility is highly desirable.

Licenses, Certificates, and Special Requirements

- Possession of or ability to obtain a Class C California driver’s license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers to grasp and feel, reach with hands and arms, and talk and hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Requires vision abilities sufficient to safely operate a District vehicle and work on a computer.

Environment: Employee regularly works in office environment. Some outdoor work is required in the inspection of various construction sites or District facilities. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts, heavy construction equipment, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.
I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature                                           Date
______________________________________________________________________
Supervisor Signature                                                             Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.