



Career Service Authority

Page 1 of 5

Safety and Industrial Hygiene Professional I

GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level, professional safety work conducting inspections to ensure compliance with safety and health requirements and enforcing agency safety and loss policies and procedures.

DISTINGUISHING CHARACTERISTICS

This class performs entry-level, professional safety work conducting inspections to ensure compliance with safety and health requirements and enforcing agency safety and loss policies and procedures. This class is distinguished from a Safety and Industrial Hygiene Professional II that performs full performance professional level safety work promoting agency awareness and understanding of safety and occupational health programs in order to ensure the overall safety and health of employees, the community, and the environment and to ensure compliance with federal, state, and city safety and health regulations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibilities.

ESSENTIAL DUTIES

Trains in investigation of accidents, injuries, and damages involving city employees, the public, and city property to learn investigation techniques, discover facts, and apply principles of liability.

Learns to monitor application of Executive Orders mandating accident prevention and safety programs for employees including fire safety, drug and alcohol testing, handling hazardous materials, and Commercial Driver's License review.

Investigates job related accidents, injuries, and illnesses, ensures compliance with medical treatments and modified duty requirements, and coordinates processing of documents for Workers' Compensation claims.

Writes technical reports and maintains files and records related to investigations.

Inspects city facilities and field work sites for compliance with standards applied to activities such as fire safety, personal protective equipment, and handling hazardous materials, and prepares reports to document compliance.

Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Public Safety and Security – Knowledge of public safety and security, occupational health and safety investigations and inspections, rules, regulations, precautions, and prevention techniques for protecting employees and the public.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Problem Solving – Identifies problems, determines accuracy and relevance of information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling, communicates information (fact, ideas, or messages) in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Interpersonal Skills– Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others, develops and maintains effective relationships with others including effectively dealing with individuals who are difficult, hostile, or distressed, relates well to people from varied backgrounds and different situations, and is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Self Management – Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills– Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others, develops and maintains effective relationships with others including effectively dealing with individuals who are difficult, hostile, or distressed, relates well to people from varied backgrounds and different situations, and is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Flexibility – Is open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Customer Services – Works with clients and customers to assess their needs, provides information or assistance, resolves their problems or satisfies their expectations, knows about available products and services, and is committed to providing quality products and services.

Technology Application – Uses machines, tools, instruments, or equipment effectively and utilizes computers and computer applications to analyze and communicate information in the appropriate format.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Knowledge of federal, state, and local public health and environmental laws and regulations sufficient to be able to apply them to protect public health and the environment.

Skill in interpreting, adapting, and applying appropriate written guidelines, precedents, and standardized work practices to a variety of problematic and unprecedented situations.

Skill in conducting investigations related to the work or assignment.

Physical Demands:

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Lifting: raising or lowering an object from one level to another.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering an object.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to hazardous chemicals.
Exposed to unpleasant elements (accidents, injuries, and illness).
Handles emergency or crisis situations.
Pressure due to multiple calls and inquiries.
Subject to hazards of flammable, explosive gases.
Subject to many interruptions.

Education Requirement:

Baccalaureate Degree in Safety Engineering, Industrial or Environmental Health and Safety, a physical science, or a related field.

Experience Requirement:

None.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements. The following describes the type and level of work that may be substituted for the Education Requirement: experience working with other employees on a construction or building site including responsibility for enforcement of specific health and safety criteria, experience conducting inspections to enforce code or regulations, or experience training employees to conduct inspections to enforce codes or regulations.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/16/2007

REVISED BY: Patricia Anderson

CLASS HISTORY

This class has been revised and updated. The Education and Experience Requirement has been changed to be consistent with other entry level professional classes i.e., requires a Baccalaureate Degree and no experience with a full equivalency. Additionally, the title of the class has been changed from Safety and Loss Analyst to Safety and Industrial Hygiene Professional I. The job responsibilities were also updated to accurately reflect the work performed by employees in the class.