



Career Service Authority

Page 1 of 6

Safety and Industrial Hygiene Professional II

GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class 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. This class is distinguished from a Safety and Industrial Hygiene Administrator that performs specialized full performance work developing and implementing goals, objectives, and policies for comprehensive safety and industrial hygiene programs to increase safety, save lives, and create a safe work environment and ensures compliance with federal, state, and city safety and health regulations. The Safety and Industrial Hygiene Professional II is distinguished from a Safety and Industrial Hygiene Supervisor that performs professional and supervisory work over safety and industrial hygiene staff, provides direction and long range and short term planning, directs policy and procedure development, and makes budgetary and resource allocation decisions. The Safety and Industrial Hygiene Professional II is distinguished from a Safety and Industrial Hygiene Professional I that 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work

is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Implements and interprets Executive Orders mandating accident prevention and safety programs for city employees including fire safety, drug and alcohol testing, personal protective equipment, accident and injury investigation, violence in the workplace, heavy equipment usage, and hazardous materials compliance and administers compliance of Department of Transportation Commercial Driver's License rules and regulations.

Investigates accidents, injuries, and damages involving city employees, the public, and city property, documents facts, assists the City Attorney's Office with determining liability, and conducts research for and testifies in hearings and court processings.

Identifies potential hazards and hazardous conditions affecting employees, the public, and the environment to determine specific causes and effects and to develop and implement control measures to minimize injuries.

Performs inspections of city facilities and field work sites to identify unsafe conditions and ensures specific corrective actions are taken.

Performs duties as a Designated Employee Representative (DER) to ensure all employees subjected to be tested for drugs and alcohol for reasonable suspicion, post-accident, random pool, stipulation agreement or follow-up are done in accordance with an Executive Order 94.

Develops Safe Operating Procedures (SOP) and job hazard analysis for equipment and work assignments.

Maintains files and records related to investigations, writes technical reports to summarize research and analysis, and submits paperwork to the proper authorities for case resolution.

Develops, plans, and conducts accident prevention and safety training targeted to specific hazards and occupations and encourages program effectiveness through employee participation.

Reviews and evaluating safety policies and procedures and recommends changes in order to ensure department/agency safety goals are achieved.

Reviews, analyzes, and monitors worker's compensation claims to minimize budget costs and analyzes injury causation.

Serves as safety officer on the command staff for security response to disasters, emergencies, and catastrophic incidents in accordance with the Office of Emergency Management.

By position, coordinates payments and/or recovery of funds related to property damage.

By position, conducts Accident Review Committee meetings to determine causal factors and recommend preventive action.

By position, assists in coordinating and checking the work of other employees for assigned projects.

Performs other related duties as assigned.

.....
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 information (ideas or facts) to individuals or groups effectively taking into account the audience and nature of the information (technical, sensitive, or controversial), makes clear and convincing oral presentation, listens to others, attends to nonverbal cues, and responds appropriately.

Reasoning – Identifies rules, principles, and relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

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, works with minimal supervision, 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.

Planning and Evaluation – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of the organization to accomplish goals, monitors progress, and evaluates outcomes.

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish organizational goals, and causes change.

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.

Organizational Awareness – Knows the organization's mission and functions and how it's social, political, and technological systems work and operates effectively within them including the policies, procedures, rules, and regulations of the organization.

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.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

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.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

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.

Knowledge of analysis and research methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and input data into reports or databases.

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 more than 50 pounds.

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.

May be required to wear personal protective equipment.

May be exposed to hazardous conditions.

Handles emergency or crisis situations

Pressure due to multiple calls and inquiries

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:

Three years of professional level safety and health experience implementing and evaluating programs for compliance, accident prevention, employee involvement, and cost savings.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

By position, requires a Colorado Commercial Driver's License with Trainer status at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/16/2007

REVISED BY: Patricia Anderson

CLASS HISTORY 7/2004 - Class specification was revised and updated.
1/2007 – Class specification was revised and updated. Class title was changed from Senior Safety and Loss Analyst to Safety and Industrial Hygiene Professional II. Additionally, job responsibilities were updated to reflect the work performed by employees in the class.