



CLASS SPECIFICATION

Class Code: 60017476
Date Est: 07/2013
Last Reviewed: 04/2025
Last Revised: 04/2025
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SAFETY/TRAINING/EOC COORDINATOR-CSD

DEFINITION

Under general supervision, coordinates the safety program within the Community Services Department; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience developing and delivering safety training programs in construction or public works AND an associate's degree from an accredited college or university in occupational safety, industrial hygiene, environmental science, construction management, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

OSHA 10-hour certification is required at the time of appointment; OSHA 30-hour certification must be obtained within six months of date of appointment and both certifications must be maintained for continued employment in this classification.

CPR and Basic First Aid (Instructor Level) must be obtained within six months of date of appointment and must be maintained for continued employment within this classification.

ICS 100, 200, 300, and 700 must be obtained within one year of date of appointment and must be maintained for continued employment within this classification.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate with Risk Management and County staff to develop and oversee the safety program within the Community Services Department.

Plan, coordinate, and conduct safety training programs for employees within the Community Services Department to ensure compliance with OSHA standards and all other applicable regulations.

Coordinate and monitor environmental permitting and compliance, including hazardous materials, MSDS, storing and handling chemicals.

Monitor the effectiveness of safety training programs related to OSHA, pesticide application, etc. and identify additional training programs that may be needed and make appropriate recommendations.

Conduct a variety of worksite safety inspections to monitor and ensure compliance with the safety program, OSHA standards, and all other applicable regulations.

Investigate, document, report, and follow up on safety program violations and accidents.

Serve as the Community Services Department liaison to the Emergency Operations Center (EOC) to foster ongoing training initiatives, develop operational planning, and coordinate response efforts in the event of an emergency.

Coordinate and maintain Commercial Driver's License DOT Driver's Training, CPR, Federal Motor Carrier Driving Qualification Files, regulations for random, pre-employment, and follow up drug screens.

Provide documentation to Risk Management on the department's injury, incident, and worker's compensation claims.

Monitor light duty assignments within the Community Services Department.

Ensure Community Services Department staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Computer applications, management information systems, and software used in the assigned area.

Ability to:

Perform the full scope of safety program administration with minimal supervision.

Promote and enforce the established safety program.

Understand the organization and operation of the County as necessary to assume assigned responsibilities within the Community Services Department.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Standard safety practices, processes, tools, equipment, and materials related to construction trades.

Principles and techniques used in the administration of a comprehensive safety program.

Investigative techniques used to conduct worksite inspections and investigate work related accidents.

Emergency operations principles and practices.

Training methods, resources, and instructional tools needed to maintain an effective safety training program.

Pertinent local, state, and federal laws, statues, codes, and regulations, including OSHA standards and hazardous materials.

Ability to:

Plan, coordinate, and direct the operation of the safety program to include safety training classes within the Community Services Department.

Analyze Community Services Department operations, equipment, tasks, and procedures to record and evaluate accurate data and prepare reports.

Prepare training materials and reference manuals.

Prepare and perform effective presentations.

Operate safety equipment.

Use computer software programs to analyze data, prepare reports, and compose documents.

Coordinate and comply with environmental permitting.

Recognize training needs and select appropriate training methods and materials.

Develop and implement recommendations for safe workplace procedures.

Multi-task, prioritize, and organize own workload.

Read, interpret, and comply with policies and procedures, laws, codes, and regulations.

Research and analyze issues, identify problems, and present alternative solutions.

Communicate effectively, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to lift up to 75 lbs. Ability to frequently stand and walk. Ability to perform sustained activities in a variety of environments, temperatures, and weather conditions. Ability to perform work at heights above 10 feet.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.