

## SAFETY AND TRAINING SPECIALIST

### NATURE OF WORK

This is administrative and technical work directing the training program and developing and maintaining a comprehensive safety/loss control program for the Division/Department.

Work involves providing input to the management of the Division/Department and directing the development and implementation of the on the job training for employees. Work also involves responsibility for inspecting facilities and grounds; reviewing vehicles and worksite accident reports; and analyzing serious accident and injury claims in order to prevent further losses while maintaining a high degree of team effectiveness. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of accepted safety/loss control practices and training procedures, especially in relation to Federal, State and local regulations. Supervision is received from an administrative superior.

### EXAMPLES OF WORK PERFORMED

Coordinates and acts as the liaison with the Risk Management Division on injuries, injury prevention, and safety within the Divisions.

Plans, organizes and develops approved safety policies, guidelines, procedures and recommended incentive programs.

Coordinates, monitors and conducts training activities with staff, consultants and contractors; assists them in assessing their safety and training needs; provides technical assistance in designing, modifying and measuring effectiveness of all training programs.

Coordinates and develops risk management plan updates, hazardous waste disposal, MSDS updates, confined space rescue training, hazardous chemical handling, simulator oversight etc.

Prepares and presents, or contracts with others to present, safety training or any other items such as manuals, videos, booklets or instructional items for safety training.

Establishes and maintains activity files; prepares and makes recommendations relative to safety policies and procedures.

Investigates all accidents and injuries to identify the cause and determine appropriate corrective action.

Conducts work site job safety analysis (JSA) hazard assessments and reviews of all hazardous activities.

Reviews equipment operating procedures, technical specifications and potential hazards for inclusion in safety and training programs.

Coordinates with the Risk Management Division with regard to training opportunities; participates on the City-wide Safety Committee.

Analyzes work place losses to prepare the appropriate training and control procedures.

Serves as the Safety Officer for the transit system and provides behind the wheel training for

drivers as required by FTA guidelines; participates on the Accident Review Committee.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of Federal, State and local regulations related to safety and training requirements.

Considerable knowledge of training, program planning, evaluation and management.

Considerable knowledge of Division/Departmental practices including operations, maintenance and management practices.

Knowledge of other safety/loss control rules or regulations mandated by State or Federal law.

Knowledge of the requirements of any required licenses that employees within the Division/Department must maintain.

Ability to develop and administer sound programs in the area of safety/loss control techniques.

Ability to communicate effectively both orally and in writing.

Ability to perform training, devise and administer tests and apply legal concepts.

Ability to prepare reports and make appropriate recommendations.

Ability to establish and maintain effective working relationships with all levels of management and support staff.

#### MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in safety and health, industrial engineering, industrial hygiene, business administration or related field plus two years of experience relating to safety, loss control or risk management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

When providing behind the wheel training, the employee is required to hold a Commercial Driver's License (CDL) of the same or higher class and with all endorsements necessary to operate the vehicle for which training is to be provided and has at least two years of experience driving the vehicle requiring a CDL of the same or higher class and/or the same endorsement.