



Workplace Health and Safety Officer

DEFINITION

Under direction from the Human Resources and Risk Manager, independently plans, coordinates, and implements a comprehensive occupational health and safety program for the District; prepares and administers the annual budget for areas of responsibility; initiates complex analyses and studies resulting in recommendations and implementation of systemic changes to workplace health and safety programs; provides consultation and expertise to District management and staff; exercises functional authority over District staff in essential matters of health and safety; participates in the management of, and may oversee, the District's insurance program, including workers' compensation program and claims management and property and liability programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Workplace Health and Safety Officer is a single-position and specialized professional classification. Under general direction, within a framework of established policies and procedures, the incumbent performs a full range of routine to complex duties related to the planning, coordination, and implementation of a comprehensive health and safety program for the District. The incumbent provides consultation and expertise to District management and staff and functional direction of District staff relative to essential matters of health and safety. Assignments are given in general terms and subject to review upon completion. There is significant latitude for discretion and independent judgment and action in well-defined areas of work.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops, coordinates, and supervises the implementation and maintenance of a comprehensive District-wide occupational health and safety program designed to prevent injury, occupational illness, and damage to property.
- Drafts and recommends District-wide health and safety directives and maintains District safety-related manuals, including the preparation and distribution of appropriate updates.
- Determines applicability of administrative and regulatory requirements and other health and safety laws and implements applicable regulations and standards; maintains current knowledge of legislation, regulations, and practices in health and safety and advises District management regarding the impact on District operations.
- Represents the District in inspections and hearings conducted by Cal/OSHA and other regulatory agencies and is responsible for Cal/OSHA reporting compliance.
- Establishes and implements safety training objectives; plans and schedules health and safety training; conducts or provides for health/safety related training; maintains records and a database of employee training, medical examinations, licenses, and certifications.

- Conducts and supervises facility and site inspections, job hazards analyses, and other evaluations to identify hazards and potential risks; makes recommendations to managers as required and implements appropriate corrective actions; conducts audits of corrective actions to ensure compliance with regulations and corrective action plan.
- Conducts post-accident investigations; develops and chairs a District accident review committee; makes recommendations for changes in equipment and or processes to correct unsafe conditions; assesses incident statistics to determine requirements for new or modified training.
- Chairs the District Wide Safety Committee and serves on industry-based safety committees.
- Participates in and may manage the District's insurance and claims programs, including Workers' Compensation and Property and Liability insurance claims.
- Participates in and provides regulation guidance and policy setting related to workplace safety for the hazard management, mitigation, and hazardous waste programs, and emergency response and management activities.
- Provides consultation and expertise to and exercises functional authority over District staff in essential matters of safety and health.
- Acts as resource person offering advice and consultation to District staff within area of expertise and program responsibility.
- Prepares, recommends, and administers budget for areas of responsibility.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with major course work in industrial engineering, safety engineering, occupational health, business administration, or a related field; and four (4) years of full-time responsible professional experience in workplace safety and employee training work, which includes two (2) years experience in the administration of a comprehensive safety and accident prevention program. Experience in a water or wastewater utility is desirable.

Knowledge, Skills, and Abilities:

Knowledge of: principles and practices of industrial and occupational health and safety program administration; federal, state, and local laws, ordinances, rules, and regulations governing workplace health and safety compliance; principles and practices of budget preparation and administration; principles and techniques of employee training; report preparation and statistical analysis; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment

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and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, organize, promote, and implement a comprehensive health/safety program; on a continuous basis, know and understand all aspects of the job; act quickly and calmly in emergency situations; analyze situations quickly and objectively and determine proper course of action; exercise functional authority over District staff in essential health and safety matters; explain District policies and procedures and safety/risk management concepts and practices to the general public, consultants, and District staff; develop and recommend policies and procedures; prepare reports and manuals interpreting and summarizing technical and/or complex health and safety information for use by less experienced individuals; identify, plan, conduct, or provide for training of District staff in a variety of safety, health, and other risk management related areas; prepare and administer a budget for areas of assigned responsibility; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Possession of, or ability to obtain, a Cardiopulmonary Resuscitation and First Aid certificate within one year of employment.
- Certification as an Associate in Risk Management, Associate Safety Professional, and/or Certified Safety Professional is desirable.

Working Conditions/Physical Requirements:

The essential duties of this classification are primarily performed in an office environment and periodically outdoors under various climatic and geographic conditions working near hazardous machinery and equipment and in an environment with potential exposure to loud noise, hazardous chemicals, fumes, and other environmental substances; and require the ability to wear respiratory protection or other safety equipment and to comply with the District's Respiratory Protection Policy.

The essential functions of this classification require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements.

Revised: 03/2025

Approved: 
Human Resources/Risk Manager

