



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OCCUPATIONAL SAFETY AND HEALTH SPECIALIST

Group-Section: Water System Operations Group - Ops Safety & Reg Svcs Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 054 Job #: 927
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JOB SUMMARY

Responsible for a specialized and complex safety and health compliance program area(s) and helping to assure compliance with safety and health regulations at an assigned location(s). Areas of responsibility include review and interpretation of regulations, writing policies and procedures, modification of existing program procedures, production of training materials, and training activities; surveying work environments; and investigating incidents and safety complaints and providing overall safety consultation and support.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff on specific projects.

JOB DUTIES

1. Oversees and coordinates all activities related to area of expertise including staff instruction, development and monitoring of budgets, and oversight of consultants to ensure the work is performed in compliance with applicable policies, rules, regulations, and laws.
2. Prepares, implements, and tracks activities in area of expertise to ensure that program activities support the mission, goals, and objectives of Metropolitan.
3. Develops and implements effective safety and health programs in areas that require specialized knowledge, continuous research, and ongoing monitoring.
4. Develops and supervises the dissemination of information to employees to ensure key information relating to assigned safety and health issues and procedures are understood by Metropolitan employees; and provides training for both management and affected employees to minimize exposure to the assigned areas of risk.
5. Monitors regulations applicable to the assigned safety and health programs to ensure compliance at the local, state, and federal levels; conducts and supervises facility and site inspections, job hazard analyses, and other evaluations to identify hazards and potential risks; makes recommendations to management on conditions that need correction and upon authorization implements appropriate corrective actions; and assesses incident statistics to determine requirements for new or modified training and corrective actions.
6. Supervises and monitors the maintenance of required and relevant documentation and procedures to ensure accurate and timely record keeping and compliance with regulatory guidelines for documentation and reporting.

7. Plans and coordinates the safety and health support for shutdowns; prepares required documents and procedures to be used during planning of and actual shutdowns and post-review of shutdowns; prepares post-shutdown reports evaluating the procedures followed during the shutdown; and recommends any improvements that may be required.
8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in industrial hygiene, safety engineering, environmental, or public health, or a related field from an accredited college or university and four years of increasingly responsible experience.

Required Knowledge of: Principles of assigned Occupational Safety and Health program area; basic mathematics, biology, and chemistry; federal, state, and local health and safety regulations; California OSHA safety and health practices and procedures; construction safety; basic engineering drawings; team building; project management; contract administration; and trends and emerging technologies of current and new occupational health and safety hazards.

Required Skills and Abilities to: Review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate; determine training needs; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, consultants, vendors, other agencies, special interest groups, and the public; use business applications such as word processing and spreadsheets; and influence without specific authority.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License
- Cal-OSHA Certified Gas Tester (for tunnels)

Registrations

- None

DESIRABLE QUALIFICATIONS

Certified Industrial Hygienist or Certified Safety Professional

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements