



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OCCUPATIONAL HEALTH AND SAFETY SPECIALIST III

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: YA82
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JOB SUMMARY

This is the journey level position performing Occupational Health and Safety Specialist III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are responsible for coordinating, researching, and conducting occupational health and safety projects, studies, and investigations. Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific occupation health and safety cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Reviews, evaluates, and analyzes work environments and participates in developing programs and procedures to control, eliminate, and prevent injury or illness caused by workplace hazards.
2. Researches information and recommends solutions to eliminate or minimize identified health and safety hazards to ensure compliance with applicable policies and procedures, federal, state, and local health and safety regulations.
3. Assists in development and implementation of health and safety programs. Provides guidance to employees based on health and safety standards. Serves as liaison between Metropolitan and regulatory agencies, contractors, vendors, and consultants.
4. Collects and analyzes data related to on-the-job injuries and illnesses.
5. Reviews, plans, develops, and provides training to support health and safety programs.

6. Researches and makes recommendations based on findings related to regulations and maintains required documentation.
7. Conducts inspections and investigates incidents to identify causes and determine preventive measures; makes recommendations to ensure adherence to regulations.
8. May serve as project lead, administer contracts, and develops, monitors, and tracks budget for health and safety programs.
9. May participate on a project team.
10. Performs other related Occupational Health and Safety Specialist job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years of relevant experience; or Master's degree from an accredited college or university in a related field and two years of relevant experience; or two years in a MWD Occupational Health and Safety Specialist II classification.

Required Knowledge of: Technical aspects of applicable federal, state, and local health and safety regulations, relevant equipment, procedures and strategies; hazard assessment and incident investigation methodologies; and current office technology and equipment.

Required Skills and Abilities to: Interpret and apply applicable federal, state, and local health and safety regulations to workplace issues; proficiently use word processing, spreadsheet, and presentation tools; plan and organize multiple projects; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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 job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.