



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OCCUPATIONAL HEALTH AND SAFETY SPECIALIST I

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 31 Job #: YA80
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JOB SUMMARY

This is the entry level position performing Occupational Health and Safety Specialist I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn and assist in conducting occupational health and safety projects, studies, and investigations. Position learns concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists with reviewing, evaluating and analyzing work environments and participates in developing programs and procedures to control, eliminate, and prevent injury or illness caused by workplace hazards.
2. Learns to research information of applicable policies and procedures, Federal, State, and local health and safety regulations.
3. Learns to maintain required documentation (e.g., inspection checklists, accident investigations).
4. Learns and assists with the development and implementation of health and safety programs. May provide guidance to employees and communicates roles and responsibilities based on health and safety standards. May serve as liaison between Metropolitan and regulatory agencies, contractors, vendors, and consultants.
5. Assists with collecting data related to on-the-job injuries and illnesses.
6. Learns and assists with developing and providing training to support health and safety programs.

7. Learns and assists with conducting inspections and investigating incidents to identify causes and determine preventive measures.
8. May participate on a project team.
9. 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.

Required Knowledge 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: Proficiently use word processing, spreadsheet and presentation tools; 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.

MWD

Metropolitan Water District of Southern California

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.

Job Title: Occupational Health & Safety Specialist I

Job Code: YA80

Adopted: 03/11/13

Revised:

Supercedes:

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