



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OCCUPATIONAL HEALTH AND SAFETY SPECIALIST II

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: YA81
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JOB SUMMARY

This is the intermediate level position performing Occupational Health and Safety Specialist II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are responsible for coordinating, researching, and assisting in conducting occupational health and safety projects, studies, and investigations. The position is provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. 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. Researches information of applicable policies and procedures, Federal, State, and local health and safety regulations.
3. Maintains required documentation (e.g., inspection checklists, accident investigations).

4. 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. Collects data related to on-the-job injuries and illnesses.
6. Assists with developing and providing training to support health and safety programs.
7. 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 and two years of relevant experience; or two years in a MWD Occupational Health and Safety Specialist I classification.

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: Interpret and apply applicable federal, state, and local Health and Safety regulations to workplace issues; 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

Job Title: Occupational Health & Safety Specialist II

Job Code: YA81

Adopted: 03/11/13

Revised:

Supercedes:

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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.