



## ASSISTANT SAFETY SPECIALIST

FC: SA100  
PG: SEIU-6

PC: 712  
BU: 04  
Revised: November 26, 2004

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Assists with a variety of administrative tasks, technical monitoring, inspecting, data entry, data analysis, coordination, document preparation and document management in support of the District's safety and environmental management programs; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the Safety Specialist series. Initially under close supervision incumbents assist and support the professional staff in the Safety Department with assignments and projects on a regular basis. As experience is gained, the duties may become more diversified and performed under general supervision.

### **REPORTS TO**

This position reports to a Division Manager in the Safety Department or directly to the Chief Safety Officer.

### **EXAMPLE OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Assists in conducting special projects related to technical and administrative programs and activities in the Systems Safety Department.
2. Assists in preparation of agendas, minutes, and informational materials.
3. Reviews and summarizes accident and unusual occurrence reports; inputs summary information into a database; and performs database analyses.
4. Gathers information and data from various District departments to update corrective action reports generated in response to recommendations from accident investigations, internal audits, and outside agency audits.
5. Assists in collecting, maintaining, and analyzing safety statistics and prepares reports to meet internal or external requirements.
6. Assists in maintaining records, files and reports as required by law and regulatory requirements including CPUC; Cal-OSHA, hazardous materials and fire codes.

7. Assists with purchasing and budget tracking.
8. Answers routine correspondence and inquiries.
9. Prepares various reports and correspondence.
10. Assists with inspection of District facilities, construction projects, and related activities.
11. Assists with accident and incident investigations
12. Assists with internal safety audits of various District departments.
13. Assists in safety compliance reviews and inspections by outside agencies.
14. Assists with safety training programs and various safety committee meetings.

## **QUALIFICATIONS**

### **Knowledge of:**

Office procedures including the maintenance of records.

Research and data collecting techniques.

Communication techniques for gathering, evaluating and transmitting information.

Basic principles of safety and accident prevention.

English, grammar, and general writing skills.

Computer programs including Microsoft Word, Excel, Access, and Power Point.

Basic principles of safety and accident prevention.

### **Ability to:**

Collect, assemble, and analyze technical data.

Communicate and interact in situations requiring instruction, persuasion, and motivation.

Learn procedures and policies in a variety of programs administered by the System Safety Department.

Prepare reports and correspondence, maintain documentation, communicate effectively orally and in writing.

Maintain effective relations with persons contacted in the course of work.

## **MINIMUM QUALIFICATIONS:**

### **Education:**

A.S. degree in Occupational Safety and Health or a closely related field or Business Administration from an accredited college. An A.S. degree in Occupational Safety and Health is preferred.

### **Other Requirements:**

Must be physically able to access the BART operating right-of-way, climb on and off rail equipment, climb ladders, walk on uneven surfaces, and visit construction sites.

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Must be able to respond to after-hours incidents and perform after-hours assignments for the various District work shifts.

Must possess a valid California driver's license and have a satisfactory driving record.

Must be able to understand, read and communicate in English.

Must be able to wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA requirements.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment; exposure to computer screens; field environment; exposure to moving vehicles, electrical energy, inclement weather, heat, cold, noise, dust, grease, smoke, and potentially hazardous materials and uncomfortable conditions.

### **Physical Conditions:**

Requires maintaining physical condition necessary for walking and standing for prolonged periods of time; climbing in stations, train trackway (underground, aerial structures, and at-grade), and other facilities.