



## **SAFETY SPECIALIST**

FC: SF120  
Payband D

PC: 881  
BU: 91  
Revised: April 2016

*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**

Performs a variety of duties in the review, administration and implementation of District occupational health and safety programs; reviews health and safety conditions in District facilities, vehicles and equipment; performs safety audits, inspections, and investigations; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full journey level class within the Safety Specialist series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Safety Specialist in that the latter possesses a specialized, functional or technical expertise within the area of assignment or may exercise lead supervision over lower level staff.

### **REPORTS TO**

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

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

1. Implements and monitors occupational health and safety program activities including facility inspections, accident investigations and emergency planning operations; monitors program compliance with mandated laws, rules and regulations.
2. Monitors and inspects new and planned District facilities for compliance with environmental requirements including noise, equipment layout, air quality and related health and safety issues.
3. Provides assistance in administration of the Illness and Injury Prevention program; reviews Cal/OSHA standards; observes District operations to assess potentially unsafe working practices and conditions; makes recommendations to address these issues.

4. Participates in the administration of a variety of programs addressing occupational health and safety issues including cumulative trauma, blood borne pathogen, hearing conservation and emergency preparedness programs; evaluates program goals and objectives; determines training or other support requirements; makes recommendations on program implementation.
5. Conducts safety inspections of a variety of District owned vehicles including automotive and heavy equipment.
6. Maintains records and develops reports on new or ongoing programs and program effectiveness; prepares statistical reports as required.
7. Participates in the development of safety education and safety training programs; evaluates training needs; develops materials and conducts training sessions to meet District safety objectives.
8. Provides technical safety information and compliance requirements to District management staff, employees and contractors.
9. Reviews safety accident investigation reports of employee injuries; determines cause and recommends preventive measures.
10. Participates in the District's defensive driving program; schedules and teaches classes; maintains participant database.
11. Maintains awareness of new developments in the field of industrial safety.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a comprehensive occupational health and safety program.

Methods and techniques of statistical analysis.

Principles and practices of occupational health and safety programs.

Methods and techniques of work design solutions to health and safety issues.

Tools and equipment used in monitoring and measuring noise and environmental safety factors.

Methods and techniques of assessing safety hazards and implementing corrective measures.

Methods and techniques of investigating safety related accidents and injuries.

Mandated safety program rules, regulations, policies and procedures.

Applicable building and fire safety codes.

Methods and techniques of developing and conducting safety program training sessions.

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Recent developments, current literature and information related to safety rules and regulations.

Current office equipment including computers.

Related Federal, State, and local laws, codes and safety regulations.

### **Skill in:**

Overseeing accident investigations.

Performing a variety of occupational health and safety duties.

Assisting in developing and conducting safety training programs.

Monitoring safety program performance and recommending adjustments.

Identifying safety training needs.

Evaluating operational area safety performance and requirements.

Interpreting and explaining District policies, operating rules and procedures.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work including the general public.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in safety engineering, industrial engineering, industrial hygiene, or a closely related field from an accredited college or university.

### **Experience:**

Two (2) years of (full-time equivalent) verifiable professional occupational health or safety program experience.

### **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.

Must be able to respond to after-hours incidents and to 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 Respiratory Program and applicable Cal-OSHA requirements.

### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

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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.

EEOC Code: 02

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