



## SENIOR SAFETY SPECIALIST

FC: SC130  
PB: F  
FLSA: Exempt

PC: 880  
BU: 31 (AFSCME)  
Revised: June 2015

*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**

Participates in the more complex and difficult work of staff responsible for the design, analysis, review, administration and implementation of District occupational health and safety programs; provides detailed solutions to complex safety problems; coordinates activities with other departments and divisions; ensures adherence to safety practices and policies; performs a variety of tasks relative to assigned area of responsibility; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey level class in the Safety Specialist series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties.

### **REPORTS TO:**

This position reports to Manager of Employee/Patron Safety or directly to the Chief Safety Officer, or his/her designee.

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

1. Participates in the more complex work of staff responsible for the design, analysis, review, administration and implementation of District occupational health and safety programs including the 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.

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3. Administers Illness and Injury Prevention program; reviews Cal/OSHA, Public Utility Commission, and other safety regulatory standards; observes District operations to assess potentially unsafe working practices and conditions; develops code of practices to address these issues.
4. Administers 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. Functions as liaison between System Safety Department and other departments and between District and regulatory agencies; participates on a variety of District-wide safety-related committees; communicates safety concerns and integrates safety concerns into goals, objectives, priorities, and project plans.
6. Investigates employee and patron accidents, complaints from employees, and all unusual occurrence reports or near-miss incidents; participates in non-criminal accident/incident investigations; responds to scene; gathers evidence and other information; writes report of findings.
7. Trains District employees in safety-related work practices, procedures, and techniques; conducts training, drills, and communication checks with District and local fire protection services; ensures adherence to safe work practices and procedures.
8. Maintains records and develops reports on new or ongoing programs and program effectiveness; prepares statistical reports as required.
9. Develops safety education and safety training programs; evaluates training needs; develops materials and conducts training sessions to meet District safety objectives.
10. Provides technical safety information and compliance requirements to District management staff, employees, and contractors; conducts health and safety audits and inspections with District locations; determines liability and compliance concerns, documents findings, and tracks findings closure.
11. Reviews safety accident investigation reports of employee injuries; determines cause and recommends preventive measures.
12. Oversees and administers the District's defensive driving program; schedules and teaches classes; maintains participant database.

13. Develops and improves personal protective equipment for District employees; creates specification for procurement to purchase the best personal protective equipment for the organization.
14. Maintains awareness of new developments in the field of industrial safety; incorporates new developments as appropriate into programs.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a comprehensive occupational health and safety program.
- Principles of lead supervision and training.
- 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.
- Principles and practices of safety and training program development and implementation.
- Methods and techniques of assessing safety hazards and implementing corrective measures.
- Methods and techniques of investigating safety related accidents and injuries.
- Applicable building and fire safety codes.
- Methods and techniques of developing and conducting safety program training sessions.
- 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.
- Related OSHA, Cal OSHA, Public Utility Commission rules and regulations.

### **Skill in:**

- Performing a variety of occupational health and safety duties.
- Leading, organizing, and reviewing the work of staff.
- Developing and conducting safety training programs.
- Monitoring safety program performance and recommending adjustments.
- Identifying safety-training needs.
- Evaluating operational area safety requirements.
- Investigating accidents and developing solutions to avoid future accidents.
- Interpreting and explaining District policies 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 from a recognized college or university with major course work in safety engineering, industrial engineering, industrial hygiene, or a closely related field.

### **Experience:**

Four (4) years of (full-time equivalent) verifiable occupational health and 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 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 wear respiratory protective equipment during the performance of assigned duties in accordance with the District Respirator Program and applicable Cal-OSHA and Public Utility Commission requirements.

Must comply with Building and Management Planning, Sampling and Evaluating Asbestos following AHERA guidelines.

### **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:**

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 track way (underground, aerial structures, and at-grade), and other facilities.

**EEOC Code: 02**