

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Safety and Security Officer**

**DEFINITION**

Under direction establishes, implements and manages Districtwide safety programs in accordance with the District's Injury and Illness Prevention Program and State and Federal regulations; develops, implements and administers safety policies and programs including industrial, occupational health, operations, safety education, safety inspection, loss control, accident prevention, security systems planning to protect infrastructure consistent with State, Federal, local and District regulations and policies. provides highly technical and complex administrative support to District personnel.

**DISTINGUISHING CHARACTERISTICS**

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section/unit, as identified by the District, including planning, assigning and evaluation the work of subordinate staff and is responsible for program areas within a work unit or department.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Human Resources. Exercises direct supervision over assigned professional and/or technical personnel.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Plans, schedules, evaluates and supervises the work assignments of the safety security section; oversees and ensures regulatory compliance, industrial health and safety standards, proper implementation of the District's safety and security programs and safety/security training requirements.

Plans, develops, and administers occupational health and safety programs, facility inspections, accident investigation, enterprise risk management, physical security asset management, emergency planning operations, and related safety initiatives; ensures and monitors District program compliance with mandated laws, rules and regulations.

Plans, recommends, develops, and administers safety concepts, guidelines and procedures to protect employee health and safety while ensuring compliance with applicable safety standards, regulations and mandated laws.

Maintains District business systems and workflows associated with assigned programs such as workers compensation, right to know, safety training programs, DMV, DOT, workplace violence, drug and alcohol free workplace; develops and administers program concepts, workflows and designs to improve efficiency; coordinates workers' compensation injury management and programs to minimize lost time injuries.

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Provides confidential, complex and/or technical consultation to District supervisors, managers and executive personnel in support of District safety and security programs and policies in relation to the District's workforce. Prepares and maintains annual budget related to safety and security.

Identifies, plans, and implements organizational efficiency gains, physical and/or facility security needs, and safety hazard mitigation strategies to maintain continual safety awareness/compliance with safety and occupational health policies and procedures.

Plans, develops, coordinates, and implements safety education programs and instructional training materials and on-site or classroom type training on a wide range of safety-related matters such as first aid, equipment operation, and other subjects. May oversee and /or conduct training classes and presentations; explains and interprets policy and procedures.

Coordinates with various District personnel in support of safety program requirements; participates in contract and contractor safety evaluation activities; prepares management reports, correspondence, and special studies.

Maintains statistical data in order to improve and increase the effectiveness of safety and security programs; assists with response to emergency situations and serves as primary contact for Health and Safety after hours for incidents and/or emergencies.

Conducts and oversees the investigation and analysis of accidents and safety hazards; performs the compilation and analysis of accident data; interprets and evaluates data for trends; recommends course of action to reverse hazardous trends or eliminate potential for accidents; serves as secondary contact for Health and Safety after hours emergencies.

Participates with Capital Improvement Program projects and associated contract instruments which require safety submittals from outside contractors and vendors; may assist with the preparation of specifications for system and physical security; performs inspection of sites to ensure District security standards are met.

Evaluates and identifies security risks and makes recommendations relating to security audits; investigates losses and vandalism in coordination with law enforcement; prepares written recommendations of safety/security measures, policies and procedures to maintain high levels of preparedness.

Actively promotes and provides technical subject matter expertise to the District's safety committee; provides technical assistance and advice as necessary; researches and reports on industry standards and best practices.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as necessary and as assigned.

## **CLASS TITLE: Safety and Security Officer**

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of industrial and occupational health and safety program management; federal, state, and local laws, ordinances, rules and regulations governing workplace health and safety compliance; principles and practices of budget preparation and management; principles and techniques of employee training; report preparation and statistical analysis; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action. Facility security, including alarm systems, CCTV and associated hardware and software. Principles of project management and coordination. Principles and practices of work safety. Principles and practices of supervision.

#### Skill/Ability to:

Conceptualize, develop, plan, organize, promote, comprehensive health, safety, and physical security programs; on a continuous basis, know and understand all aspects of the job; act quickly and calmly in emergency situations; explain District policies and procedures and enterprise risk management concepts and practices to the general public, consultants, and District staff; develop and recommend policies and procedures; prepare reports and manuals interpreting and summarizing technical and/or complex health, safety, and physical security information for use; identify, plan, conduct or provide for training of District staff in a variety of safety, health and other risk management related areas; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work; install, troubleshoot and maintain security system components. Coordinate a variety of simultaneous security enhancement activities. Effectively respond to security emergencies.

On a continuous basis, sit at desk for long periods of time; intermittently stand and walk while performing investigatory activities; bend and twist to inspect facilities; kneel and squat to review work twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; ability to maintain regular and predictable attendance; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 35 pounds or less.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of experience similar to the District's Deputy Safety Security Officer and/or four years of responsible professional experience developing and implementing comprehensive industrial health and safety programs that include the development of an Injury and Illness Prevention Program or four years of responsible experience developing and administering industrial safety and security assessments, consultation, and/or development of safety and security policies and procedures. Water and/or Public Utility experience is highly desired.

**CLASS TITLE: Safety and Security Officer**

Education:

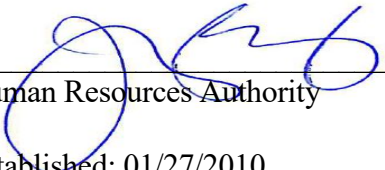
Equivalent to a Bachelor's degree from an accredited college or university in industrial engineering, safety engineering, industrial hygiene, occupational safety and health or other closely related field.

**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certification as a CSP (Certified Safety Professional) or CHSM (Certified Health and Safety Manager) or equivalent is highly desired.

 _____ Human Resources Authority	<u>10/08/2019</u> Date
Established: 01/27/2010 Revised: 10/07/2019 FLSA: Exempt Unit: Safety	