

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Deputy Safety and Security Officer

DEFINITION

Under general direction, assist the with the activities of the Safety and Security division within the Human Resources department including establishing, implementing and monitoring Districtwide safety programs in accordance with the District's Injury and Illness Prevention Program and State and Federal regulations; assists and coordinates the implementation and planning of Districtwide safety policies and programs including industrial, occupational health, operations, safety education, safety inspections, loss control, and accident prevention; provides responsible and complex administrative support to safety and management personnel.

DISTINGUISHING CHARACTERISTICS

This is a single journey level class where incumbents perform the full range of duties assigned including serving as a subject matter expert to District personnel on various safety and security programs and policies. This class differs from the Safety and Security Officer in that the latter is assigned responsibility for the overall supervision of District safety and security programs and exercises lead supervision over assigned staff. Incumbents 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned manager and/or director or from the Safety and Security Officer. May exercise functional 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.*

Serves as a subject matter expert on occupational health and safety programs, facility inspections, accident investigation, enterprise risk management, physical security asset management, emergency planning operations, and related safety initiatives; participates and monitors District program compliance with mandated laws, rules and regulations.

Administers assigned safety and occupational health programs; develops, recommends and implements 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, and safety training programs; develops and recommends program concepts, workflows and designs to improve efficiency; coordinates workers' compensation injury management and programs to minimize lost time injuries.

Identifies, analyses, and designs reports for tracking organizational efficiency gains;

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recommends, implements optimum tracking mechanisms in support of safety and security programs and initiatives.

Recommends, 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.

Works closely with employees to maintain continual safety awareness and compliance with safety and occupational health policies and procedures; consults with District management personnel in support of safety program requirements; coordinates activities and/or discusses safety and health issues with contractors, vendors, public safety personnel, and with state and Federal agencies such as Cal-OSHA and OES.

Reviews policies and practices for compliance with all Federal and State industrial safety and security codes, regulations, and standards; provides consultation to management personnel regarding safety and security practices.

Maintains statistical data in order to improve and increase the effectiveness of safety and security programs; assists with response to emergency situations and may be called upon to acts as on-scene advisor.

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.

Coordinates and assist with the preparation of monthly, quarterly and annual safety meetings; advises departments of impact of safety and security initiatives, disseminates information on safety principles, regulations, standards, and methods.

Assists with Capital Improvement Program projects and associated contract instruments which require safety submittals from outside contractors and vendors; may assists 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.

Administers, maintains District business systems including CCTV, security access control, and employee security identification systems.

Coordinates with District risk programs including risk management and loss control; risk assessments; risk transfer compliance; workers compensation; property and liability insurance

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programs; work with the Association of Water Agencies Joint Powers Insurance Authority regarding risk management visit and inspection reports and coordinates insurance premiums.

Assists with the development and execution of training exercises and drills for the education of all employees and contract personnel. Coordinates with local law enforcement agencies to provide and strengthen a close security partnership and implements protocols for joint training exercises.

Identifies budgetary needs and participates in the preparation of the District's security budget; evaluates, analyzes safety and security expenditures, recommends and provides input on vendors pricing and services.

Actively participates and provides 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.

Coordinates the Department of Transportation (DOT), the Districts Drug Free Workplace, and DMV Pull-Notice Programs; recommends, implements and maintains the District's drug testing program in compliance with DOT.

Applies technical and professional expertise in the review and evaluation of safety and health legislation and regulations which may impact operations, makes recommendations for appropriate responses to industry and regulatory agencies.

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.

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. Principles of project management and coordination. Principles and practices of work safety. Principles and practices of functional 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 polies 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

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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 25 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 progressive responsible professional experience developing and implementing industrial occupational health and/or safety programs. Public utility experience is highly desired.

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
Date 02/14/2018
Established: 02/14/2018
Revised:
FLSA: Exempt
Unit: Safety