



**APPROVED BY: THE CHIEF
OPERATING OFFICER**

EFFECTIVE: May 2019

SENIOR ENVIRONMENTAL, HEALTH, AND SAFETY SPECIALIST

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

To lead, plan, assign, direct, review, train, and participate in the more complex and difficult work of staff responsible for activities in support of the environmental, health, and safety needs of the District, including developing, implementing, and administering programs, policies, and procedures, and work instructions for environmental compliance, accident prevention, safety education, and loss control; develops and conducts training programs; provides information, regulatory interpretation, and technical support to District personnel; help ensure compliance with all applicable federal, state, and state local industrial environmental, health and safety laws, codes, regulations, and standards; perform a variety of complex administrative and technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level and/or lead class within Environmental, Health, and Safety Specialist class series. Incumbents provide full supervision to assigned staff and perform the most difficult and complex assignments requiring the advanced knowledge of environmental, health, and safety programs as well as District and regulatory standards, practices, policies, and procedures. Incumbents use independent judgment and decision-making authority to resolve complex problems. This class differs from the Environmental, Health, and Safety Specialist II in that Senior handles the more difficult and complex assignments and exercises full supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives direction. Employees within this class receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employees.

Exercises full supervision over assigned staff.

TYPICAL 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. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.

1. Lead, plan, train, and review the work of staff responsible for the development and implementation of various environmental, health, and safety programs, policies, and procedures within assigned area of responsibility; establish an environment of workplace safety for employees by increasing safety awareness.
2. Train employees in work methods, use of tools and equipment, and relevant safety precautions.
3. Plan, direct, and provide training and technical assistance and support for District personnel regarding environmental, health, and safety programs, policies, and procedures.
4. Determine safety training needs and develops safety education program; supervises and/or conduct instruction of training classes and presentations; explain and interpret policy and procedures; develop safety manuals, procedures, and educational materials; keep abreast of trends and developments in the loss prevention field; attend seminars and training programs; develop training program objectives.
5. Investigate workplace incidents and near misses; recommend corrective action plans to appropriate personnel; evaluate and analyze trends, barriers to performance of safe work and root causes of incidents and near misses; develop action plans to control or eliminate organizational barriers and/or hazards in the workplace.
6. Conduct various audits and inspections of District offices, facilities, and worksites; review construction drawings and contractor programs; identify unsafe conditions; assess District compliance with applicable federal, state, and local laws, codes, regulations, standards, and District rules; analyze data to identify trends; prepare reports; define control measures; monitor corrective action plans; recommend process improvements and policy and procedural changes.
7. Lead, facilitate, and oversee hazards analysis activities and report writing for a variety of complex chemical operating and maintenance processes pertaining to the water treatment industry. Perform other hazard analysis work and risk prevention planning as required for various life safety critical programs such as fall protection, confined spaces assessments, excavation, trenching and shoring, traffic control analysis and planning, et. al.
8. Implement and oversee workplace environmental monitoring; manage the District DOT safety program as assigned; work with pre- and post-employment testing and monitoring programs, including non-DOT, and DOT alcohol and drug testing, fitness for duty, DMV screening and monitoring, and related testing and notification programs as appropriate per District Policies.

9. As assigned, manage the program associated with hazardous waste generated from District operations; sample hazardous waste and submit to testing laboratory for accurate waste characterization when required, maintain records on hazardous waste disposal; accompany hazardous waste disposal contractors in the pick-up of hazardous waste, and ensure that proper procedures are followed including inspection of transport vehicles, proper signing of hazardous waste manifests, and proper accounting of hazardous waste materials.
10. As assigned, manage, and participate as a member on, the Hazardous Materials Emergency Response Team.
11. Represent the District with outside agencies and regulatory entities; coordinate program activities; communicate and share information to improve and ensure compliance; participate on various organization-wide and interagency committees and teams.
12. Review and analyze proposed and existing related legislation; determine impact on assigned operations; prepare comments and recommendations regarding the impact on the District; assist with the preparation and presentation of program recommendations to ~~unit manager~~ the EH&S Manager for approval.
13. Prepare management reports and correspondence related to assigned programs, including periodic evaluation and performance measurement; oversee the maintenance of required records and reports.
14. Determine EH&S equipment needs, review specifications, and purchase required equipment. Oversee the maintenance, calibration, and arrangement for the repair or replacement of monitoring and measurement equipment, including air ~~quality~~ monitoring devices and sensors, and noise dosimeters, for example.
15. Complete and maintain required environmental, health, and safety documentation and records; prepare reports, including those concerning new or ongoing programs and program effectiveness.
16. Maintain awareness of new developments in the field of safety and emergency response; incorporate new developments as appropriate; attend training as necessary.
17. Employees have a responsibility for safety; for following safety regulations and safety policies and procedures applicable to their work.
18. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

Principles, practices, and responsibilities involved in leading the work of assigned staff.
Principles, practices, and techniques of coaching staff and promoting succession planning.
Principles and practices of basic budgeting and accounting.
Applicable federal and state laws, including the labor code relating to federal and state OSHA regulations, federal DOT regulations, and federal, ~~and~~ state and local environmental ~~protection laws~~, codes, and regulations.
Principles and practices of process hazard analysis techniques.
Principles and practices of basic industrial hygiene programs.
Principles and procedures used in the proper handling of chemicals and hazardous waste.
Common technical safety programs, including confined space entry, hearing conservation, and respiratory protection.
Principles and practices of sound environmental, health and safety management and accident/injury prevention.
Principles and methods of developing and presenting safety education and training programs for employees.
Permissible exposure limits, threshold limit values, and time-weighted averages for exposure monitoring.
Properties of hazardous materials.
Research methods, analytical, and statistical methods.
Technical report writing.
Use of common safety equipment.
Processes, equipment, and environmental conditions involved in construction and facility maintenance work, including standard protective devices and accident prevention measures.
Occupational hazards and standard safety practices.
Office practices, methods, and computer equipment and applications related to the work.
English usage, grammar, spelling, vocabulary, and punctuation.
Principles and techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
Roles and responsibilities as defined in the District's Injury and Illness Prevention Program.

Ability to:

Train, organize, assign, and review the work of staff.
Coach staff and conduct performance evaluations.
Analyze staffing and service and supply needs for accurate forecasting of project budgets.
Assess safety training needs; develop and coordinate safety training programs in assigned area; monitor and evaluate the effectiveness of programs.
Gather and analyze information regarding accidents, reconstruct accidents, determine relevant issues and causes, recommend preventative measures.

Research, evaluate, and recommend policies and programs to comply with state laws and regulations, and effectively minimize District risk.
Operate and maintain a variety of safety equipment and hand and power tools.
Read blueprints, architectural, mechanical, and other technical documents.
Effectively represent the unit and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
Operate office equipment, including computer equipment and specialized software applications programs.
Organize and prioritize multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
Make sound, independent decisions within established policy and procedural guidelines, and according to best engineering practices.
Use English effectively to communicate in person, over the telephone, and in writing.
Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
Use common desktop applications and software.

Training and Experience

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in industrial safety, construction technology, environmental sciences, engineering, physics, chemistry, or a related field.

Experience

Five (5) years of analytical experience developing and administering environmental, health, and safety, ~~and risk management~~ programs and projects. One (1) year of technical lead/supervisory experience at the project level.

~~Substitution~~

Directly related experience may be substituted on the basis of one and one-half years of experience for the one year of education.

License or Certificate

Possession of, or the ability to obtain, an appropriate valid California driver's license.

Incumbents are expected to obtain and maintain certification for specific programs and equipment in which they conduct training and maintain equipment.

WORKING CONDITIONS

Environmental Conditions

Employees work primarily indoors and partially outdoors and are exposed to potential loud noise levels, nuisance odors, cold and hot temperatures, inclement weather conditions, deep and swift waters, hazardous wildlife and plant life such as stinging (bees, wasps, hornets, yellow jackets) and biting insects (ticks, mosquitos), rattlesnakes, poison ivy and poison oak confining workspaces, chemicals, mechanical and/or electrical hazards, and potentially hazardous physical substances such as ~~edges~~, dusts, mists, vapors and fumes.

Physical Conditions

Must possess mobility to work in standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to inspect District construction sites, including traversing uneven and potentially unstable terrain, steep slopes and riprap, climbing ladders, stairs, and other temporary or construction access points, ~~to~~ work in confined spaces, lift and carry equipment/tools/materials to remote field locations, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. The job involves frequent walking in operational and field areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate construction inspection tools and equipment. Positions in this classification bend, twist, stoop, kneel, crawl, reach, and climb to perform work and inspect work sites.

CLASS LEGEND

Established Date: 5/2018
Employee Groups: EA
Revisions Dates: 5/2019

| | <u>Current</u> | <u>Previous</u> |
|------------------|----------------|-----------------|
| Class Code: | TBD | |
| Series Code: | TBD | |
| Family Code: | | |
| Previous Titles: | | |
| Analyst: | FD | |