CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Public Works Safety Programs Specialist** **UNION: 231**
SG:3
DEPARTMENT: **Public Works-Operations** **CS:N**
FLSA:N
EEO4|SOC:TE|19-5011

JOB SUMMARY:

Responsible for planning, coordinating, and implementing safety programs for the Public Works Department including evaluating safe work practices, performing field safety analysis, inspection services, and accident investigations. Develops and administers yearly trainings such as hazardous awareness and safe work practice competencies. Oversees staff certification compliance and provides reports to supervisors as required. Coordinates the City of Bellingham's Commercial Driver's License (CDL) Certification Program in accordance with State and Federal guidelines. Manages vendor service contracts related to training, safety, compliance, and certification programs. Ensures City wide elevator and fire suppression compliance and maintenance. Provides safety evaluations to Public Works, Parks, and other City departments as requested. Schedules occupational related testing as necessary. May serve as a technical resource and subject matter expert for City departments in assisting with hazardous materials spills, assessments, and clean-up efforts.

SUPERVISORY RELATIONSHIPS:

Reports to the Assistant Director of Public Works-Utilities. Works independently under general supervision in accordance with applicable federal, state and local statutes, regulations, policies, procedures and contractual agreements.

ESSENTIAL FUNCTIONS:

1. Develops, recommends and implements a comprehensive safety program for the Public Works Department. Implements safe systems in compliance with applicable regulations, policies and procedures. Provides training and instruction with an emphasis on safety principles and practices. Inspects worksites and equipment for compliance with regulatory requirements and Departmental safety standards and policies. Prepares reports and makes recommendations to the appropriate staff following facility inspections, identification of hazardous conditions, equipment evaluations, industrial hygiene monitoring or other applicable investigations. Exercises authority to discontinue work in response to identified hazards, if safety protocols are not being followed or compliance issues are identified.

2. Evaluates safe work practices, proper equipment usage, and conducts studies of perceived or suspected safety hazards. Prepares and provides recommendations and reports to the Department Head or designee on the safety analysis findings. Conducts and analyzes investigations of accidents, safety violations, and near misses with designated staff. Updates procedures and provides training as necessary.

3. Administers the Hazardous Communication Program for Public Works and Parks. Oversees the maintenance of Safety Data Sheet (SDS) files for Public Works and Parks. Submits Tier-Two

Emergency and Hazardous Chemical Inventory Report to the Department of Ecology (DOE). Provides findings and reports on any recommendations and changes to the Department Head or designee.

4. Conducts Job Hazard Analysis following the Department of Labor and Industries (L&I) standards. Identifies potential causes of occupational injury, death, or disease, controls to eliminate or minimize the hazard, and determining what Personal Protective Equipment (PPE) may be required for each identified hazard.

5. Coordinates the City of Bellingham Commercial Drivers License (CDL) training program which includes training of certified trainers, scheduling of trainees, and tracking trainee progress. Ensures compliance with all State and Federal required reporting to maintain the City of Bellingham's status as a Certified CDL Training Program.

6. Coordinates and monitors Random Drug Screening for Public Works Department CDL Holders. Notifies and directs staff for random drug screening according to required procedures. Provides reports to the appropriate Human Resources designee.

7. Manages vendor service contracts related to training, safety, compliance, and certification programs. Ensures timely inspection and compliance of City-wide elevator and fire suppression systems. Audits the department's safety documents such as permits and ensures they are within compliance.

8. Maintains and monitors required departmental training and certification records including medical and physical requirements for CDL drivers. Establishes a system for ensuring accurate and up to date records are maintained for all required certifications and notifies supervisors of upcoming deadlines.

9. Conducts needs and training analysis to determine Public Works and Parks departmental requirements for safety and training programs. Develops plans and instructions for safe work procedures and practices. Develops appropriate documentation of safety programs and protocols. Serves as the primary point of contract for the L&I for Public Works and the Pacific Street Operations Center.

10. Develops, plans, conducts and implements a variety of programs such as employee industrial hygiene and safety and health. Coordinates Public Works monthly safety committee meetings in accordance with L&I standards. Participates in the Central Safety Committee, sharing information and resources. Serves as a City representative for the Local Emergency Planning Committee.

11. Develops, recommends, and implements the Public Works Operations safety training program, including selection of training materials and outside instructors. Works with the Public Works Assistant Director or designee on strategic planning. Schedules and develops year-round safety training classes and required testing. Updates training requirements in accordance with the Washington Industrial Safety and Health Act (WISHA) and the Occupational Safety and Health Administration (OSHA) regulations and Department of Health and Washington Environmental Training Center (WETC).

12. Acts as a technical resource for Public Works Operations spill response activities.

13. Stays up to date on WISHA, OSHA, and L&I regulations.

14. Advises and informs City management staff and provides recommendations for implementing changes to ensure compliance with of federal and state occupational safety and health regulations, as well as suggestions for implementation of these regulations.

ADDITIONAL WORK PERFORMED:

1. May be called to respond to emergencies by Public Works Operations.
2. Serves as a technical resource and subject matter expert for City departments in assisting with hazardous materials spills, assessments, and clean-up efforts when required.
3. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Hazardous materials regulations and practices.
- Safe work practices, conducting safety investigations, advising on safety issues and conducting safety training classes.

Skill in:
- Problem solving, decision making, planning, organizing, adaptability, flexibility, interpersonal sensitivity, time management and leadership.
- Excellent oral communications, technical report writing, teaching and presentation skills.

Ability to:
- Obtain required safety training instructor certifications (i.e. first aid, flagging, etc.)
- Interpret and apply written instructions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently remain stationary for long periods of time;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fac machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally lift objects up to 50lbs;
  - Occasionally traverse on uneven terrain;
  - Occasionally move between worksite locations;
  - Occasional exposure to outdoor weather conditions.

WORKING ENVIRONMENT:

Work is performed in both indoor and outdoor locations with exposure to all types of weather conditions. Frequently performs work indoors at a desk or computer terminal. General safety precautions are taken into consideration and may require use of appropriate safety equipment and wearing protective clothing. Occasional potential for accidental exposure to hazardous chemicals and materials. This is a sedentary position with moderate physical exertion.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in industrial safety, environmental health and safety, or equivalent multidisciplinary science degree.
- Three (3) years progressively responsible general work experience in an industrial environment including at least two (2) years' experience as an industrial safety inspector or safety trainer.
- Experience in training and development functions, including program design and conducting training programs. Course work in adult education is preferred.
- Experience with work practices such as trenching, heavy equipment operation, line breaking, lockout/tagout procedures and confined space work.
- Experience conducting safety investigations requiring written analysis and reports.
- Experience advising managers and employees on safety issues.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills, and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal background check.
- Instructor certifications, or ability to obtain within 6 months of hire:
  - CPR and industrial first aid Instructor
  - Confined space instructor
- Must obtain a Class A CDL within 12 months of hire and maintain throughout the term of employment.
- Ability to obtain within 12 months of hire:
- Trenching and Excavation Safety Certification
- Fall Prevention and Protection Certification
- Ability to obtain within 2 years of hire:
  - Hazardous Materials 40-hour emergency response certification and complete required annual updates.
  - OSHA Bloodborne Pathogen instructor.
  - Asbestos Abatement instructor.
- Ability to obtain within 4 years of hire:
  - Certified Erosion and Sediment Control Lead (CESCL) instructor

PREPARED BY: M. Olinger
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6/23

REVIEWED BY:_____
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Public Works, Utilities

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Eric Johnston, Director
Public Works