CITY OF GAINESVILLE
JOB DESCRIPTION

Title Description: UTILITY SAFETY SPECIALIST
Title Code: 1310
FLSA Exemption Status: Exempt
Creation Date: 12/15/2016
Revision Dates: 02/16/2017
Approved by: /s/Rhonda Virden, Compensation Manager
Approved Date: 02/16/2017
EO Reviewed Date: 02/15/2017

SUMMARY

Advanced professional and technical work assessing, planning, developing, coordinating, and implementing safety and/or safety training programs for assigned divisions that may include fixed facilities and field operations.

Positions allocated to this classification report to the Utilities Safety Manager, indirectly reports to assigned Utility Officer, and work under general supervision. Work in this class is distinguished from other classes by its emphasis on industry specific safety regulations and by the use of independent judgment and professional knowledge to ensure the safety of employees through safety education and incident investigations.

EXAMPLES OF WORK*

*This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.

ESSENTIAL JOB FUNCTIONS

Depending on the area of assignment:

Identifies and recommends compliance safety training, education, and development of policies and procedures based on safety federal, state, and local laws, rules, codes, and regulations.

Recommends, designs, develops, and coordinates the implementation of performance-based safety and/or safety training programs in response to specific city-wide, utility-wide, departmental, or divisional requests or needs.

Recommends, develops, and maintains operating policies and procedures related to safety and safety technical training in response to specific city-wide, utility-wide, departmental, or divisional requests or needs.

Conducts facility, field construction and work site safety inspections to assure compliance with Occupational Safety and Health Administration (OSHA), State and City directives, and safety manual. Takes immediate corrective action if deficiencies are observed.

Coordinates and conducts safety training, may include contractor safety orientation and new employee orientation.

Coordinates and develops safety training curriculums and lesson plans.
Coordinates safety and/or safety training programs with appropriate staff on a city-wide, utility-wide, departmental, or divisional level as appropriate.

Researches potential resources and teaching methodology to effectively design and deliver safety training.

Assesses effectiveness of occupational safety and/or safety training efforts. Evaluates effectiveness of interventions or solutions through participant feedback, test instruments, and reports.

Reviews and researches utility vehicles, safety equipment, tools, equipment, materials, personal protection equipment, and fire retardant vests. Provides recommendations to GRU purchasing, Stores, and Standards & Specifications of such items.

Coordinates the maintenance, content, and format of safety and safety training records.

Prepares occupational safety and/or safety training reports and notices.

Coordinates and oversees vendor provided services and vendor provided safety training.

Evaluates new operations and/or safety equipment; changes in job procedures and/or technology to meet safety requirements and if applicable, recommends changes in the safety and safety training programs.

Identifies the appropriate division personnel and other staff to be included in reviewing workplace incidents and accidents to determine root cause and recommend corrective actions to prevent future incidents and accidents.

Monitors and analyzes incidents and cost of personnel accidents, injuries, and property damage.

Monitors and analyzes safety training costs and associated benefits.

Acts as liaison to the City insurance adjusters, City fleet, City legal staff and GRU accounting to properly respond to claims, bills and other costs related in incidents.

Develops and conducts public utility safety awareness training for the general public and associated interest groups.

Attends division safety committee meetings. Provides information, recommendation and guidance at the meetings. May present or provide training at division general body meetings.

Responds under emergency conditions.

Attends work on a continuous and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

*Depending on the area of assignment:*

Requisitions safety supplies and equipment and assists in preparing and monitoring the annual budget.

May supervise personnel.

Will be required to respond under emergency conditions.
May represent the Utility at various public and/or industrial safety associations, may serve on a board, and may partner with other agencies to address public and/or industrial safety needs.

Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor degree from an accredited college or university with major course work in organizational development and/or instructional design, occupational safety and health, industrial engineering, safety engineering or related subject, and four (4) years of progressively responsible experience in the design, implementation and delivery of safety and/or safety training programs in a utility or industrial environment consistent with the needs of the Utility,
or an equivalent combination of education and experience which provide the required knowledge, skills, and abilities.

CERTIFICATIONS OR LICENSES

Licenses

Valid driver license required upon appointment. Valid Florida Driver License required within thirty (30) days of start date and at all times while employed in this classification.

Certifications

Standard First Aid/Cardiopulmonary Resuscitation (CPR) certification required within six (6) months of start date.

Occupational Safety and Health Administration (OSHA) 500 Construction Industry Train the Trainer and 501 General Industry Train the Trainer authorization to conduct both 10 and 30 Hour Outreach Programs within six (6) months of start date.

Occupational Health and Safety Technologist (OHST) or Certified Safety Professional (CSP) certifications desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state, and local laws, rules, codes, and regulations related to occupational safety and industrial safety training.

Considerable knowledge of principles and practices of installation, operation, and maintenance of industrial or utility equipment and facilities.

Considerable knowledge of teaching and training techniques, methods, theories, and procedures.

Considerable knowledge of occupational hazards and safety methods, programs, policies, procedures, personal protective equipment and safety equipment used in industrial and utility work.
Knowledge of principles, practices, methods, materials, and theories of utility systems operations.

Intermediate level knowledge of personal computers and related departmental software.

Ability to use teaching aids and audio/visual equipment.

Ability to plan, develop, present and administer occupational safety and/or technical industrial safety programs and stimulate enthusiasm in participants.

Ability to operate indoor air quality meter, atmospheric monitor, confined space entries, gas detection monitor, noise dosimeters, respiratory testing equipment, and other equipment required to perform job tasks.

Strong critical and creative thinking skills to assess and resolve problems or issues by gathering and assessing information, taking advice, and using judgment that is consistent with standards, practices, policies, procedures, regulations or law.

Excellent analytical and research skills as demonstrated by the ability to develop, assess, and blend information and recommendations from a wide variety of sources.

Excellent written and oral communication skills as demonstrated by the ability to translate and articulate complex data, information and issues clearly, concisely, and persuasively.

Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds including elected and appointed government officials, Charter Officers, City employees, union representatives, representatives of other agencies, and the general public.

Ability to teach, motivate, and influence others in order to accomplish safety goals.

Ability to exercise sound judgment in analyzing facts and trends.

Ability to read, understand, and work from engineering maps, drawings, blueprints, schematics, sketches, and technical, manuals.

Ability to keep accurate records and prepare concise reports.

**PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

*To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.*

**PHYSICAL REQUIREMENTS**

Work requires use of personal protection equipment including hearing protection, eye protection, foot protection, hand protection, heat protection and use of respiratory protection including self-contained breathing units. This position requires the ability to use respiratory protection equipment in compliance with Occupational Health and Safety Administration (OSHA) regulations.

Work requires physical strength and agility sufficient to safely perform all essential job functions including the ability to lift, carry, push, or pull 50 pounds without assistance.
Must communicate orally, see physical surroundings, listen, hear others, respond to oral commands, and demonstrate good communication skills.

Ability to climb and descend stairs and ladders.

Work requires continuous situational awareness.

**WORK ENVIRONMENT**

May require working outside regular business hours, including weekends, and holidays.

Work may require exposure to prolonged high noise levels.

Work may require exposure to hazardous conditions and noxious chemicals.

Work may require performance of tasks outdoors under varying climatic conditions.

Work may require performance of tasks in extreme heat and confined areas requiring the use of special equipment.

Anyone appointed to this position after February 16, 2017 must live and maintain a residence within 40 minutes of NW 34th Street and 39th Avenue within one year of start date.