

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SAFETY OFFICER - 1823**

**DEFINITION:**

Under direction, to plan, develop, organize, and coordinate an occupational safety education and enforcement program in a large department, several smaller departments, or large divisions with major safety-related issues; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- In consultation with the City Safety Manager, supervises a comprehensive safety program in a large department or in several small departments or large divisions;
- Assists and advises the City or major operating department on safety and health issues;
- Develops policies, objectives, safety standards, procedures, and programs to reduce injuries, illnesses, and property damage;
- Directs and participates in the development of safety educational materials, activities, and programs;
- Supervises and participates in the most complex safety, fire, health, loss inspections, and accident and injury investigations;
- Ensures compliance with Federal, State, and local safety requirements and makes recommendations;
- Reviews reports of injuries, accidents, and property damage and determines preventive measures;
- Oversees and participates in the development of special safety programs;
- Serves as advisor to assigned departments and represents the City on safety matters;
- Analyzes statistical and other material to determine trends and prepares reports and correspondence;
- Assigns, supervises, and evaluates the work of subordinates.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent in Occupational Safety and Health, Industrial Hygiene, Safety Engineering, or a closely related field; **AND** three years of full-time professional-level experience in Occupational Safety and Health work. Qualifying professional Occupational Safety and Health experience must include: inspecting facilities and equipment for compliance with Federal and/or State Occupational Safety and Health Administration (OSHA)

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

codes and regulations; and conducting field investigations involving the interpretation, application, and enforcement of Federal and/or State OSHA codes and regulations.  
Possession of a valid California Class C Driver's License.