

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **SAFETY REPRESENTATIVE II - 1826**

##### **DEFINITION:**

Under general supervision, to perform varied and difficult safety inspection, investigation, and educational work at the journey-level; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Performs safety inspections of City equipment and facilities;
- Makes recommendations for the correction of hazards and potential losses;
- Reports violations of State safety orders and safe work practices;
- Analyzes reports of accidents, injuries, and certain types of losses or damages to City property to detect trends;
- Makes field investigations and interviews employees, supervisors, and others regarding accidents, injuries, and property loss;
- Develops safety and health educational and training materials;
- Conducts training sessions and courses;
- Conducts safety and health research;
- Conducts industrial hygiene studies and ergonomic assessments;
- Provides advice and assistance to departments on safety matters and State requirements;
- Administers safety shoe, safety glass, safety award, first aid, and other similar safety programs;
- Reviews specifications for new equipment and recommends safety required changes, and advises on safety required modifications to existing equipment;
- Makes recommendations on City-wide safety policies and standards;
- Keeps records and prepares reports;
- Conducts special studies and surveys.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license 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>.

Successful completion of an Associate's Degree in Occupational Health and Safety, or a closely related field; **AND** one year of full-time professional-level experience in Occupational Safety and Health work which 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.