

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SAFETY OFFICER

##### DEFINITION:

Under direction, to plan, develop, organize, and coordinate an occupational safety education and enforcement program in a large department or 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;
- Develops policies, objectives, safety standards, and procedures;
- Directs and participates in the development of safety educational materials, activities, and programs;
- Supervises and participates in the most complex safety, fire, health, and loss inspections and accident and injury investigations;
- Ensures compliance with Federal, State and local safety requirements;
- 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 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 Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Occupational Safety and Health, Industrial Hygiene, Safety Engineering or a closely related field; **AND** three years of professional experience in Occupational Safety and Health work. Qualifying experience must include inspecting facilities and equipment for compliance with Federal and Cal/OSHA codes and regulations, and conducting field investigations involving the interpretation, application and enforcement of OSHA codes and regulations. Additional qualifying experience may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- \* **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.