

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SAFETY REPRESENTATIVE I

##### DEFINITION:

Under general supervision, to perform routine safety inspection, investigation, and education work at the sub-journey level; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Performs less difficult, routine safety inspections of City equipment and facilities;
- Studies routine field problems and makes recommendations for the correction of hazards;
- Reports violations of State safety orders and safe work practices;
- Analyzes accident and injury reports to detect trends and reports these to appropriate officials;
- Participates in field investigations and interviews employees and supervisors regarding accidents and injuries;
- Assists in developing and writing safety educational materials;
- Assists and participates in conducting safety training sessions;
- Conducts safety research; compiles, analyzes, and interprets statistics;
- Assists in conducting special safety studies and surveys;
- Prepares reports and correspondence;
- Conducts instruction in first aid.

##### 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.

Successful completion of an Associate of Arts degree in Occupational Health Safety, Industrial Hygiene, Safety Engineering or a closely related field; **OR** one year full-time professional work in safety engineering, education, or enforcement. 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.