

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY REPRESENTATIVE II

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 research;
- 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 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 and Safety, Industrial Hygiene, Safety Engineering or a closely related field, **AND** one year of 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.