

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Safety and Training Administrator	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition:** To coordinate and administer elements of the Public Works Department, Community Services Department and Citywide safety, hazardous materials and emergency response programs in order to maintain safe working conditions for employees by adhering to safe working procedures, and State and Federal standards and regulations.

**Distinguishing Characteristics:** Receives general direction from the Assistant Public Works Director—Public Services. May provide supervision to assigned clerical or hourly staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provide or facilitate safety instruction and training to the Public Works Department, Community Services Department and City personnel on mandated protocols and technical life safety issues, including equipment guarding, equipment lock out/tag out, forklift operation, blood-borne pathogens, hazardous materials classification, chemical hazards, confined space awareness, ergonomics, injury prevention, proper use of tools and equipment, site safety, first aid and CPR.
2. Administer and/or chair the City's MOC Safety Committee. Participate in the Citywide Safety Committee.
3. Assist managers and supervisors in the design of tailgate and safety training sessions, and develop checklists, hazard reporting forms and other methods to ensure implementation of safety and reporting programs.
4. Conduct safety audits, facility and field inspections, and provide training and guidance to the Public Works Department and Community Services Departments. Serve as the City's point of contact for Cal-OSHA inspections of City facilities.
5. Administer, update, maintain and document Federal, State and local mandated occupational safety and environmental compliance programs, including the Occupational Injury and Illness Prevention Program, Cal-OSHA injury prevention and reporting, hazard communication, safe use of germicides and pesticides, and

defensive driving, assuring all aspects of the programs are in compliance with applicable regulations.

6. Monitor proposed safety legislation, regulations and rules and advise the Public Works Director, Assistant Public Works Directors and affected department managers of potential impacts.
7. Maintain mandated records related to employee health and safety programs, accidents, medical and training records, and required permits.
8. Develop and maintain training programs and schedules for the Public Works and Community Services Departments. In conjunction with the City's Risk Management Program, assist with the development and maintenance of training programs and schedules for other City departments as needed.
9. Work with managers and supervisors to maintain an inventory of hazardous materials. Ensure all materials are appropriately classified and labeled per OSHA guidelines.
10. Maintain departmental emergency preparedness and emergency response plans and update as needed.
11. Assist in preparation and implementation of the safety program budget. Identify and request additional funds needed for staffing, equipment, materials and supplies, and administer the approved budget.
12. Coordinate the investigation and reporting of injuries and accidents.
13. Develop new related programs as needed.
14. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of safety rules, regulations and procedures; principles and practices of industrial hygiene; pertinent regulations and laws governing employee safety, hazardous materials, pesticide management and Workers Compensation with an emphasis on public employee applications; principles and practices of policy development and implementation; and principles and practices of training.

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Ability to: Interpret, simplify, communicate and implement applicable Federal/State regulatory standards; conduct safety audits and inspections of maintenance and park facilities and job sites; develop and conduct training programs; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; make oral presentations; and operate computer systems and other related office equipment.

**Experience and Training Guidelines:** A combination of relevant education, experience and training that satisfies the required minimum qualifications, knowledge and abilities.

Education equivalent to an Associate in Arts degree from an accredited college or university with major course work in public administration, business administration, environmental management, industrial hygiene, safety engineering or related field, and two years related work experience, preferably in the area of safety training or the administration of a safety program. A bachelor's degree is highly desirable.

**Required Licenses or Certificates:** Possession of a valid Class C California Driver License. Certification as a Construction Health and Safety Technician (CHST) or the Occupational Health and Safety Technologist (OHST) issued by the Board of Certified Safety Professionals is highly desirable.

**Working Conditions:** Preemployment and periodic respiratory exams may be required for this classification.

Established: December 2005

Revised: November 2017

HRD/CLASS SPECS

Safety and Training Administrator