

## **SAFETY TECHNICIAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Safety Technician is an entry-level professional classification that conducts training related to occupational health and safety. Duties include: conducting needs analysis in order to develop, coordinate, and participate in specialized and general safety training courses; serving as a technical safety resource for departments to assist and guide management in resolving safety problems, developing safe work procedures and guidelines; mentoring personnel assigned as safety representatives for respective departments; providing technical support and training in multiple safety categories; monitoring OSHA, Department of Transportation (DOT), and other governmental regulations and legislation; and serving on various committees and task forces. Additionally, employees in this class may assist Safety Coordinators and the Safety Administrator in performing other safety-related duties. These duties may include: conducting safety inspections; investigating fatal and non-fatal accidents and vehicle collisions and preparing reports to determine cause and necessary corrective action; and conducting hazard and risk assessments using safety, industrial hygiene, emergency response, and occupational health fundamentals. This class is responsible for performing related duties as required.

**Distinguishing Features:** This class is distinguished from the Safety Coordinator class in that the Safety Coordinator class performs advanced-level safety duties, and other assignments requiring well-developed professional knowledge and judgment. This class receives general supervision from the Safety Administrator who reviews work through meetings, reports, and the evaluation of overall results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Safety or Risk Management or a related field of study. Good (1 - 3 years) full-time paraprofessional or professional-level experience in safety training, or a related field.

**Special Requirement(s).** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification(s).** None.

### **ESSENTIAL FUNCTIONS**

**Communication:** Conducts training sessions for employees and their supervisors regarding safety in the workplace and safe working environments, including: proper lifting techniques and other safe working practices, the safe utilization of equipment and tools, the recognition of hazardous conditions, etc. Communicates with management, coworkers, City employees and officials, and representatives from other agencies to establish and maintain effective working relationships. Assists in the preparation of reports on inspection and audit report findings, industrial hygiene results and recommendations, safety engineering regulations, and incident investigation reports.

**Manual/Physical:** Assists with investigations of employee accidents and department safety inspections. Operates a motor vehicle requiring a standard Arizona Driver's License in order to respond to emergencies, perform audits and inspections, and attend safety and operations meetings and training. Reviews safety training videos for department and Citywide applicability. Assists in adapting Citywide safety practices and policies to specific departments or divisions. Installs and/or replaces filters, ribbons, and belts in order to calibrate and replace gas monitoring equipment used to establish safe work environments. Assists in maintaining an accident recording system. Operates a variety of standard office equipment. Enters data or information into a personal computer. Works in a variety of weather conditions while conducting investigation audits and training.

**Mental:** Researches and interprets safety rules, regulations, and procedures for department supervisors and employees. Assists with the development of safety procedures and guidelines. Participates in administering ADOSH, DOT, and related safety standards and in developing Citywide safety programs. Develops and coordinates safety-related training sessions. Learns job-related material through on-the-job training and in a classroom setting.

**Knowledge and Abilities:**

Knowledge of:

the principles, techniques, and methods of modern safety administration;  
the current and available safety testing equipment, supplies, and personal protective equipment;  
OSHA, ADOSH, DOT, and related safety standards;  
the safe operation of trenching equipment, forklifts, backhoes, aerial lift or bucket trucks, and similar equipment;  
the principles of employee safety training and work behavior motivation;  
the principles associated with the provision of a safe working environment, as well as safe working practices and procedures in general;  
municipal water, natural gas, and electric utility operations; and  
confined space, manhole entry, chemicals, and large construction equipment safety practices and procedures.

Ability to:

assist in administering OSHA, ADOSH, DOT, and related safety standards;  
assist with safety inspections, accident investigation;  
assist in the development of safety programs and procedural changes to improve employee safety;  
prepare, conduct, and coordinate safety-related training sessions;  
present ideas both verbally and in writing; and  
establish and maintain effective working relationships with management, coworkers, City officials, and representatives from other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS4571.DOCX

EEO-Prof

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 46

Security-No

CDL-No

IND-8810

SWORN-No