

## DEPARTMENTAL TRAINING AND SAFETY SPECIALIST

### JOB DESCRIPTION

#### **Classification Responsibilities:**

A Departmental Training and Safety Specialist is a professional-level classification that is primarily responsible for developing, coordinating, evaluating and delivering general and specialized technical and safety training and development to a department. Common duties include: planning, developing, and instructing safety training classes for the department; revising and updating training modules; planning, coordinating and scheduling webinars and training classes with subject matter experts; preparing, analyzing, and reporting training class statistics to management; determination of department-wide preventable/non-preventable accidents; and marketing current and future training opportunities to staff. Other duties include: answering questions for staff on a wide range of related topics and issues; performing on-site work safety inspections to ensure compliance with City of Mesa safety plans/policies, Occupational Safety and Health Administration (OSHA), Arizona Department of Occupational Safety and Health (ADOSH) and Arizona Department of Transportation (ADOT) health and safety standards at various locations as they relate to the department; serving as training representative for the department; planning, organizing, and directing the department's safety team meetings; conducting needs analyses with work groups to identify their future training needs and goals; facilitating meetings; acting as an advisor and reviewing or consulting on training; reviewing new tools, programs, equipment, and safety gear.

**Transportation Assignment:** In addition to the general duties listed above, an incumbent in this assignment also facilitates the Transportation Department's Commercial Motor Vehicle (CMV) certification process to include maintaining renewal and training requirements, completing and submitting related paperwork, and other necessary items needed for the CMV certification program. Also conducts safety training classes and schedules regular training for the department.

**Water Resources Assignment:** In addition to the general duties listed above, an incumbent in this assignment also conducts safety training classes such as proper lifting/back training, forklift training, ladder training, and mobile crane training in addition to coordinating and scheduling annual training (example: Hazardous Waste Operations and Emergency Response [HAZWOPER]); prepares, advertises, conducts, and assesses effectiveness of in-house Arizona Department of Environmental Quality (ADEQ) grade I distribution and collections certification training.

**Distinguishing Features:** The incumbent is expected to demonstrate the ability to work independently and exercise good judgment and initiative in combining a broad scope of professional utilities business and technical knowledge in order to develop education and training programs that are content accurate and understandable by those receiving instruction. This class is supervised by the Department Director, Administrative Supervisor, etc. who reviews work through conferences, observations, customer feedback, reports and overall results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Engineering, Business Administration, Business Management, Occupational Health and Safety, Organizational Management, or related field. Extensive (5+ years) professional-level experience in safety administration or safety training. At least one year of personal computer (PC) experience (example: word processing, spreadsheets, databases, etc.).

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must have a valid Arizona Class A Commercial Driver's License (CDL) with a Tanker Endorsement by hire date (*Transportation Department assignment*).

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Knowledge or experience developing, coordinating, delivering, and evaluating training programs. OSHA 500 or OSHA 501 certification.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates orally and in writing with Department's employees, other City employees, governmental agencies and representatives, vendors, contractors and others in order to create awareness of services offered by and to provide training and education. Conducts effective oral presentations and instructs employees in various industry-related topics. Trains departmental staff including field, administration, and treatment plant employees in a classroom or fieldsetting. Prepares and develops written documents including manuals, reports, forms, and PowerPoint presentations using proper sentence structure and clearly organized thoughts. Collaborates with all employees in the Department to develop, implement, and administer safety and training programs. Teaches workshops and classes on a variety of safety-related topics. Coordinates with outside agencies to conduct on-site certification testing, helps employees renew certifications, and coordinates practice tests and study sessions. Continuously communicates upcoming employee training classes, seminars, and training opportunities to employees.

**Manual/Physical:** Investigates employee accidents and assists in conducting safety inspections to ensure conformance with OSHA and state/federal standards, providing updates to Safety Services. Conducts department safety-related training sessions. Coordinates a variety of activities in support of training and education programs; operates a variety of standard office equipment including: PC, calculator, facsimile machine, copier, and voice mail; operates various audio-visual (AV) equipment, such as: digital video disc (DVD) player, videocassette recorder (VCR), film projector, tape recorder, slide projector, and screens for presentations; enters data or information into a PC; prepares and updates schedules, graphs, charts, or props for displays and presentations; and prepares boxes/bundles of forms, mail, pamphlets, and newsletters for distribution and mailing. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give presentations and attend meetings. Operates vehicles and equipment requiring an Arizona CDL Class A with a Tanker Endorsement in order to train employees and perform audits and inspections (*by assignment*). Detects traffic sounds when working near moving traffic, backup warning devices when working around and moving equipment, sirens, and other warning signals. Works in a variety of weather conditions while conducting investigation audits and trainings. Moves equipment and materials using a hand cart/dolly. Moves light office equipment. Sets up and/or removes folding tables and chairs for classroom settings

and various events. Stands for extended periods of time to make presentations. Monitors inventory, and orders or purchases supplies as needed. Meets scheduling and attendance requirements.

**Mental:** Plans, organizes, initiates, recommends, and facilitates technical training programs. Assists in conducting research and analyses data to make recommendations regarding special projects, trainings, and workshops. Conducts internet research and analyzes data to make recommendations regarding seminar or workshops with pertinent information industry changes. Develops and coordinates safety-related training sessions. Understands technical training specifications and visual aids for technical training needs in utilities. Monitors and evaluates training programs to determine effectiveness and additional needs. Develops training and education objectives for the Department. Assists in budget preparation by estimating training and education costs. Coordinates work activities, program functions, and special events with other City departments, businesses, and agencies. Comprehends and makes inferences from new and current rules, regulations, and written materials. Develops and recommends procedural changes to improve employee safety. Learns job-related material regarding computer applicants and industry updates related to areas of responsibility. Analyzes accident information to recommend future corrective action. Prioritizes multiple projects and meets required deadlines.

**Knowledge and Abilities:**

Knowledge of:

technical information found in Operation and Maintenance Manual;  
federal, state, and municipal regulations regarding water and wastewater utilities (*Water Resources Department assignment*);  
training and educational program design;  
the principles, training methods, and techniques used in modern safety administration;  
the current and available safety testing equipment, supplies, personal protective equipment, and related safety standards;  
the safe operation of Class A and B commercial vehicles (*Transportation assignment*)  
computer programs used to create presentations, written documents, and database recordkeeping;  
computer programs used to create and maintain a computer website;  
water and wastewater utilities industries (*Water Resources Department assignment*);  
the methods and techniques used to educate and train adults;  
the principles and techniques for effective written and audio-visual presentations;  
ADEQ operator certifications and testing (*Water Resources Department assignment*);  
DOT, OSHA, ADOSH, and related safety standards;  
project management, and research methods and techniques; and  
principles and practices of composing and editing informational and educational materials.

Ability to:

develop and prepare in-house technical training programs;  
explain technical information using non-technical language;  
coordinate internal classroom training, including the use of outside speakers and audio-visual equipment;  
instruct others in a classroom setting;  
remain in a standing position for long periods of time when instructing classes;  
prepare clear and accurate written documents;

prepare and present clear and accurate presentations to diverse audiences;  
administer DOT, OSHA, ADOSH, and related safety standards;  
conduct safety inspections, investigate accidents, and write reports on findings;  
establish and maintain effective working relationships with City of Mesa employees and others;  
remain aware of changes in the water and wastewater industry, its effect on City of Mesa operations, and ability to react accordingly to maintain regulatory compliance (*Water Resources Department assignment*);  
meet multiple project deadlines;  
coordinate graphic design, printing, and audio-visual projects;  
operate desktop publishing software, including layout and illustration;  
prepare a variety of documents using Microsoft Office software;  
research, and edit fact sheets, reports, presentations, website content, and other business communications;  
develop partnerships and build consensus;  
promote employee participation and training; and  
work independently in completing all assignments.

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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EEO-Prof

JOB FCTN-ADM

INCREMENTS 46-200

PAY GRADE: 50

SWORN-No