



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR OCCUPATIONAL SAFETY & HEALTH SPECIALIST

Group-Section: Water System Operations Group - Environmental Health and Safety Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 058 Job #: 928
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JOB SUMMARY

Lead Workplace Safety and Health functions or serve as highly technical expert to ensure the adequacy of related programs; the safety, health, and well-being of Metropolitan employees, guests, and the public; and to limit Metropolitan's potential liability. Lead Occupational Safety and Health programs which include, but are not limited to, safety coordination and support, industrial hygiene, and hazardous substances management.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Assists in the preparation of annual business and functional plans and/or other planning documents to ensure that activities related to industrial hygiene, hazardous substance management, safety coordination, and other safety and health areas support Metropolitan's mission, goals, and objectives.
2. Assesses Metropolitan's compliance with federal, state, and local regulations. Organizes the development and implementation of cost-efficient programs, projects, and activities to ensure efficient operations; and leads the allocation of resources for projects within areas of assigned responsibility.
3. Identifies safety and health hazards and risks to Metropolitan employees, facilities, the public, and the environment to minimize Metropolitan's liability. Prepares reports that assess associated risk and trends.
4. Recommends effective and cost-efficient controls which eliminate or minimize employee safety and health risks, and which conforms with regulations and best management practices to protect the safety and health of employees, the public, and the environment.
5. Coordinates staff's work in a project management role including assigning work, providing training, and building a team to handle specific projects.
6. Coordinates, tracks, and completes long-term safety and health projects.
7. May prepare and make board presentations relating to area of responsibility to management and the Board.

8. Represents Metropolitan at national, regional, and local professional events relating to industrial hygiene or safety engineering.
9. Serves as team member or leader on major projects that may encompass special local, regional, or statewide task forces to represent Metropolitan's interests in a collaborative and informed manner.
10. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university, majoring in industrial hygiene, safety engineering, environmental engineering, public health, or a related field and six years of progressively responsible directly related experience in occupational safety and health, of which two years must have been at the Occupational Safety and Health Specialist level.

Required Knowledge of: Principles of assigned Occupational Safety and Health program area; basic mathematics, biology and chemistry; federal, state, and local safety and health regulations; California OSHA safety and health practices and procedures; construction safety; basic engineering drawings; team building; project management; contract administration; and trends and emerging technologies of current and new occupational safety and health hazards.

Required Skills and Abilities to: Review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate; determine training needs; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, consultants, vendors, other agencies, special interest groups, and the public; and use business applications such as word processing and spreadsheets.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

Certified Industrial Hygienist from the American Board of Industrial Hygiene

Job Title: Senior Occupational Safety & Health Specialist

Job Code: 928

Adopted: 04/27/05

Revised: 04/01/12

Supersedes: 06/27/06

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PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements