



December, 2017

FINAL DRAFT

SAFETY, TRAINING AND FLEET MAINTENANCE OFFICER Salary Grade 220

DEFINITION

Under direction, plans, organizes, coordinates, and implements comprehensive safety programs for the District; recommends actions to ensure compliance with safety regulations and requirements and implements as directed; develops and maintains ongoing programs to provide training for employees on safety procedures; ensures maintenance on District vehicles and equipment; coordinates the District's security functions; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Administrative Services. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This classification serves in a dual capacity with responsibilities spanning a broad spectrum of the District's safety and training element, including confined space entry, as well as the fleet maintenance function. The incumbent is responsible for developing and administering comprehensive safety programs in compliance with federal and state laws, and for maintaining and administering the District's program of preventative and periodic maintenance and repair for vehicles and other pieces of maintenance equipment. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure optimal service delivery. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, implements, modifies, monitors, and administers the District's Safety Program and the Contractor Risk Safety Program; conducts safety inspections for all District facilities; inspects written contractor safety program; performs onsite inspections for contractor work practices.
- Prepares recommendations to ensure that all District facilities and work practices meet approved safety standards.
- Prepares, organizes, and conducts District's monthly safety committee meetings.
- Evaluates employee training needs; develops, implements, and monitors employee training programs to meet employee needs and requirements on topics critical to District operations.

- Develops and implements the Confined Space Entry Program; coordinates and trains members of the District's Confined Space Entry Team.
- Coordinates the preventive and corrective maintenance of all District fleet vehicles by outside contractors; prepares and submits work orders to repair or modify District vehicles; maintains maintenance records on equipment serviced.
- Evaluates equipment for replacement; works with management to formulate vehicle specifications and procurement; prepares bids for new vehicles and equipment; manages process for disposal of surplus vehicles.
- Maintains a variety of computer records, including but not limited to: DMV registration and smog and smoke testing on District vehicles; driver's license information (DMV reports and doctor physicals); DMV Pull Notice Program on all District employees; and compliance with CHP required Bit program.
- Prepares a variety of reports for fleet operations including, but not limited to, reports to the California Air Resources Board for diesel-powered equipment.
- Assists in the preparation of the Safety, Training and Fleet Maintenance division budget.
- Evaluates, advises, recommends, and updates the District's security and safety needs and policies.
- Functions as the contact for all District alarm and security vendors; responds to after-hours security alarms.
- Purchases, maintains, repairs, monitors, and assigns cellular/voice communications for the District.
- Provides for the issuance and monitoring of District keys, access, locks, and fuel cards.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods for developing and administering safety and training programs in a process-related industrial setting, and in public rights-of-way.
- OSHA and ANSI regulations and other applicable work safety and security programs, practices, procedures and policies.
- Occupational hazards and safety devices used in wastewater treatment facilities and sewer collection systems.
- Principles, practices, and techniques of developing and implementing employee safety training programs.
- Standard equipment and tools required and used for the repair and maintenance of gasoline, diesel, and alternatively powered vehicles.
- Operational characteristics of engines and motors.
- Techniques used in cataloging technical specifications, diagrams, warranties, maintenance manuals, and operating procedures for equipment.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Identify training needs and develop, plan, organize, promote, deliver, and implement effective safety and training programs.
- Coordinate, monitor, and evaluate effective employee safety training programs and modify as needed.
- Identify mechanical and electrical vehicle problems and determine necessary course of action.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Exercise independent judgment in the performance of duties.
- Establish and maintain accurate records of work performed.
- Communicate effectively with others proper procedures and the importance of following established policies and protocols.
- Research and develop recommendations regarding safety, security, and fleet maintenance policy, protocols, practices, and programs.
- Maintain systems to ensure that the District maintains regulatory and policy compliance in the areas of fleet safety, driver safety, and fleet maintenance.
- Analyze and make recommendations regarding improvements to safety programs, fleet maintenance, fleet replacement, and other operational areas.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent to an associate degree in risk management or a related field, supplemented by courses in various aspects of industry safety including industrial hygiene, confined space entry, and handling of hazardous materials.

Experience

Four (4) years of progressively responsible safety program experience in a process-related industrial setting, which should include the provision of developing and delivering employee safety related training.

Licenses and Certificates:

- Must possess a valid California Class C driver's license and maintain a satisfactory driving record.
- Possession of a certification as a Certified Safety Professional by the Board of Certified Safety Professionals is preferred
- Ability to obtain and maintain a Safety Management Specialist Certificate as issued by the Safety Center of California, or equivalent, within the first twelve (12) months of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting using standard office equipment, including a computer; must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push,

and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

Position requires the use of respiratory equipment for confined space entry training and possible emergencies, including the use of self-contained breathing apparatus (S.C.B.A.); therefore, the incumbent will be required at all times to be free of facial hair that would interfere with the use of a respirator to comply with Cal-OSHA standards.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

The work requires occasional night and weekend work to respond to building alarms or respond to an emergency situation.