

## **CLASS TITLE: WATER AND SEWER SAFETY SPECIALIST**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision of department management, and in coordination with Human Resources Risk Management-Safety Section, this position is responsible for providing functional support to management in administering and implementing the Water & Sewer Department's safety program, assisting front line supervision with jobsite and facility inspections, preparing safety audits, analyzing safety data, developing safety improvement opportunities and recommendations, and providing safety training across the department; and other related duties as assigned.

### **ESSENTIAL TASKS:**

- Inspects jobsites and work locations for safety compliance and documents, analyzes, and communicates findings as applicable
- Coordinates with Risk Management-Safety Section to plan, develop, implement and review safety programs
- Plans, develops and conducts safety training across the department in alignment with City-wide goals
- Attends 905B reviews and provides recommendations as needed
- Coordinates with Risk Management-Safety Section to develop and maintain tracking system for corrective and mitigative actions associated with 905A and 905B Injury Investigation Report reviews
- Audits safety files and records for program compliance
- Participates in the Water & Sewer Department Employee Safety Committee
- Provides Safety communication across the department in collaboration with Risk Management-Safety Section
- Reviews department safety data and provides input to management regarding the development of benchmarks and appropriate key performance indicators
- Manages driving and other specialized safety training for the department to ensure consistency of safety initiatives
- Reviews vehicle accidents, automated vehicle location system(s), and damage claims, and identifies improvement opportunities
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and six (6) years of experience in the major repair or heavy construction field or in water/wastewater infrastructure operations or maintenance, including one (1) year experience in safety and health, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the hazards and safety precautions of major repair and/or heavy construction operation; considerable knowledge of the principles, practices and procedures of a safety and health investigation; knowledge of Occupational Safety & Health Administration (OSHA), National Fire Protection Association (NFPA), Oklahoma Department of Environmental Quality and other relevant regulations and laws; knowledge of modern principles and practices of safety and health methods and procedures; knowledge of water and sanitary sewer work methods; knowledge of training principles and techniques; and knowledge of adult learning principles and techniques for training purposes. Ability to plan, coordinate and implement successful safety programs; ability to develop, review and implement effective safety policies; ability to inspect identify and recommend corrections for safety hazards according to standards; ability to coach and positively influence behavior of others in the organization and customers; ability to analyze large amounts of data and determine root cause analyses; ability to operate motor vehicles. and skill in the operation of personal computer and specialized audio/visual equipment.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling, and/or exerting up to 50 pounds of force

occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; may be subject to standing, walking, sitting, reaching, climbing, bending, and handling; occasional kneeling, bending and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "A" Commercial Driver's License (CDL); must obtain a relevant Class "D" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within nine (9) months from date of hire; and must obtain a relevant "Class "C" Water or Wastewater Operator's License as issued by the Department of Environmental Quality (DEQ) within eighteen (18) months from date of hire.

**WORKING ENVIRONMENT:** Working environment is both outdoors and indoors in an office and/or classroom setting; and requires traveling to various City locations to conduct training sessions, inspections, or investigations.

**Class Code: 2624**

**EEO Code: N-07**

**Pay Code: AT-32**

**Group: Clerical and Administrative**

**Series: General Administrative**

**Effective Date: July 14, 2021**