



CLASS TITLE | SAFETY AND HEALTH SPECIALIST I

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Class Code: 2628

Effective Date : 08/23/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction, is responsible for providing support to various City department management teams, executing technical safety and health analysis using best practices and adhering to City policies and procedures, assisting with investigations into injuries or accidents, delivering safety training and making recommendations for training or programming, and developing and implementing a wide variety of health and safety programs cooperatively with City departments; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs inspections of facilities and worksites for safety violations according to state and federal Occupational Safety and Health Administration (OSHA) regulations, City ordinances, and safety policies and procedures and communicates violations and tracks related corrective actions, as applicable
- Assists and supports in the development and implementation of safety and health programs within City departments
- Audits departmental program files and records for safety and health program compliance
- Coordinates, researches, develops, and implements complex safety and health procedures and policies
- Works with City Departments and first responders to investigate and assess liability issues concerning public and private claims,
- Provides technical assistance to law enforcement and fire personnel regarding hazardous incidents and/or evacuation planning issues
- Develops and conducts safety and health related training for all City employees
- Performs investigative analysis and provides corrective suggestions related to injuries and accidents
- Identifies and suggests needed repairs or additions to departmental safety equipment
- Collects, enters, organizes and monitors safety and health program information, maintains appropriate records and files, and prepares program reports and statistical data
 - 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: Must meet the following criteria:

- (a) Graduation from an accredited college or university with a bachelor's degree in industrial safety or a closely related field; **and,**
- (b) Two (2) years of progressively responsible experience in a field relevant to the essential tasks listed in this job description; **or,**

- (a) Graduation from an accredited college or university with an associate degree in industrial safety or a closely related field; **and,**
- (b) Four (4) year of progressively responsible experience in a field relevant to the essential tasks listed in this job description; **or,**

- (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and,**



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(b) Six(6) years of experience in a field relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the modern principles and practices of safety and health methods and procedures
- Training principles and techniques

Ability to:

- Plan, coordinate and implement successful safety training programs for a large number of employees
- Develop and implement effective and concise safety and health policies
- Inspect, identify, and recommend correction of departmental safety hazards in job site or facility locations based on OSHA 1910 and 1926 regulations as well as City policies and ordinances
- Determine responsibility and required action concerning accidents or hazard potential of various issues pertaining to life and property
- Prepare verbal and written presentations
- Communicate effectively; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding

PAY INCREASE OPPORTUNITY

Employee is eligible for a one-time stipend of \$1800.00 upon certification as a trainer for driver safety improvement training as approved by management.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- (a) Possession of a valid Oklahoma Class "D" Driver License; **and,**
- (b) Must acquire a Class "A" Commercial Driver License (CDL) within one (1) year of date of hire.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather; and occasionally indoors in an office or training classroom setting; and requires travel to various locations for inspections, audits, vehicle accident investigations, and training.

EEO Code: N-02

Group: Clerical and Administrative

Series: Personnel Management