



## CLASS TITLE | SAFETY AND HEALTH SPECIALIST II

PAY GRADE: AT-36 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2547

Effective Date: 01/03/2024

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**\*\*THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITY – OUTLINED BELOW\*\***

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**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for complex technical safety and health analysis and for development and implementation of a wide variety of safety and health programs and related issues within City departments; and performs other related assigned duties.

### ESSENTIAL TASKS:

- Inspects existing facilities and worksites for safety violations according to State and Federal (OSHA) regulations, City ordinances, and safety policies and creates and tracks related corrective action forms
- Plans, develops, and implements a variety of safety and health programs within City departments and provides technical assistance on Federal safety compliance
- Performs worksite inspections and documents and communicates violations as applicable
- Audits departmental program files and records for safety and health program compliance
- Coordinates, researches, develops, and implements complex safety and health procedures and policies
- Investigates and assesses liability issues concerning a variety of public and private claims
- Provides assistance to law enforcement and fire personnel in various hazardous incident 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
- Reviews and recommends changes to equipment and facility plans prior to departmental issuance of contracts
- Prepares program reports and statistical data
- Provides expertise to Safety and Health Specialist I positions as requested
- Collects, enters, organizes and monitors safety and health program information and maintains appropriate records and files
- Assist Heavy Equipment Operations and Training Specialist with employee drive assessments as needed.
- May be required to conduct 3rd party commercial driver's license examinations as needed.
- 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 or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in industrial safety or a closely related field; **and,**
- (b) Three (3) years of progressively responsible experience in the field of Safety and Health



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## **PAY INCREASE OPPORTUNITY**

Employee is eligible for a one-time stipend of \$1,800.00 upon certification as a trainer for driver safety improvement training as approved by management.

### Knowledge, Abilities and Skills:

#### Considerable Knowledge of:

- Modern principles and practices of safety and health methods and procedures
- Specialized work methods used in the operation of City departments
- 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
- Assess responsibility and required action concerning occurrence of accidents or hazard potential of various issues pertaining to life and property
- Prepare verbal and written presentations
- 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

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: Possession of the following:

- (a) Valid Class "D" Oklahoma Driver license; **and,**
- (b) Must acquire a Class "A" Commercial Driver's 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**