

CITY OF TAFT

TITLE: SAFETY COORDINATOR/WORKING FOREMAN

SALARY RANGE 42.4
\$1,799.34 - \$2,187.11 Bi-Weekly

BASIC FUNCTIONS:

This is a dual position. This class is distinguished from the Safety Officer, Departmental, by its responsibility for managing the City's overall safety program, including development of City wide safety policies, and the latter's responsibility for the safety program of one department. This position will also assist with code enforcement duties.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager or his/her designee. This position is in the Planning/Building Department.

SUPERVISION EXERCISED

Generally, none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops, implements and manages the City's Injury/Illness Prevention Program and directs and coordinates the participation of departments within that program; creates or modifies safety policies. Conducts regular safety audits of City departments including the inspection of facilities, worksites, equipment, work practices and safety devices to ensure compliance with required workplace safety standards, regulations and City policy; reports findings to department and recommends changes to establish safe work conditions; may compel cessation of work in order to address potential imminent hazards; monitors changes and/or makes follow-up inspections.

Maintains proper documentation to conform with record-keeping requirements of Cal OSHA and California Labor Code.

May serve as safety consultant on construction and space planning projects; conducts workplace or site assessments and reviews work activities such as trenching that require permits to ensure safe performance; reviews safety program (IIPP) of contractors; periodically performs site inspections as needed to ensure safety of construction sites.

Investigates serious accidents and/or incidents of injury or property damage at City worksites to ascertain cause and need for corrective action; develops and implements measures and strategies to prevent their recurrence in order to meet long-range loss-reduction goals; advises departments as to the keeping of records and coordinates the compilation of information necessary for Risk Management files and reports.

Serves as safety resource to all departments and assists departments in complying with City safety standards; provides consultation, guidance and technical assistance on matters related to workplace safety and security, including assisting in the development of department-specific safety manuals and forms and advising of proper recordkeeping requirements; assists departments in

establishing standards and developing controls or work processes specific to departmental operations in order to minimize or eliminate hazards and maintain consistency with City safety policy.

Monitors City's compliance with applicable laws and regulations; evaluates and determines impact of changing regulation; serves as the primary representative of the City with regulatory agencies; accompanies inspectors during significant visits or delegates duties to departmental safety representatives; determines, plans and implements necessary follow-up action to comply with laws; disseminates information to departments as appropriate.

Meets regularly with Risk Management staff to ensure appropriate action is taken in compliance with City safety policies to correct hazardous conditions which result in worker's compensation claims.

Develops and provides individual counseling, and on-site and classroom training to staff on safety topics such as ergonomics, driving safety, personal protective equipment, and lifting/back safety training.

Represents City with Fire Service issues, acts as Liaison to Kern County Fire Department.

Inspect single family homes, apartment buildings, businesses and vacant lots; ensure compliance with City zoning, property maintenance, health and safety requirements; inspect obstructions to sidewalks and streets; conduct follow up inspections to ensure compliance with appropriate codes and ordinances.

Inspect residences and businesses for trash violations, junk vehicles, zoning problems, set backs or illegal business operations; take field notes and photographs as needed; contact property owner to inform them of code violations.

Respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes including substandard structures, zoning violations, debris, unsanitary conditions, abandoned or inoperative vehicles and related incidents; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.

Interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners and other interested groups.

Maintain accurate documentation and case files on all investigations; initiate and maintain records; take photographs and notes for future inspections; take notes from telephone conversations and type complaints.

Review and interpret existing ordinances; draft new nuisance ordinances; assist in making presentation before the City Council for acceptance of new ordinances; prepare documentation for public distribution.

Establish and maintain effective working relationships with County and State agencies, developers, contractors, and general public.

Prepare and compile documentation for attorneys prosecuting code violation cases; as required, provide testimony in court and administrative hearings.

Provide assistance to planning staff; provide information to the general public regarding various planning codes.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Able to evaluate and implement a comprehensive safety program; training techniques; techniques of accident prevention; laws and regulations applicable to employee safety and occupational health (i.e. Cal OSHA and California Labor Code); principles, practices and methods of safety, occupational health, and loss prevention programs; industrial safety practices; methods of assessing safety hazards and controls; techniques for conducting accident investigations and safety inspections.

Operations, services and activities of a municipal code enforcement program including zoning, nuisance abatement and signs;

Principles, practices, methods, techniques and terminology of municipal code enforcement;

Methods and techniques of conducting and documenting field investigations;

General building construction methods and materials;

Legal actions applicable to code enforcement compliance;

Principles and procedures of record keeping and maintenance;

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications;

Pertinent Federal, State and Local codes, laws and regulations;

Ability to:

Perform municipal code enforcement duties and responsibilities;

Interpret, explain and enforce applicable codes, ordinances and regulations related to zoning, nuisance abatement and health and safety issues;

Plan and present safety training programs;

Use persuasion to obtain compliance and cooperation from those over whom one has no direct authority;

Inspect and identify violations of applicable codes and ordinances;

Investigate complaints and mediate resolutions in a timely and tactful manner;

Prepare accurate and detailed documentation of investigation findings;

Research, compile and collect data;

Prepare clear and concise technical reports;

Maintain complex files and records;

Understand and carry out oral and written instructions;

Communicate clearly and concisely, both orally and in writing;

Establish and maintain effective relationships with those contacted in the course of work;

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

High School graduation or GED equivalent; and

Any equivalent combination of education and experience that would provide the required knowledge and abilities;

License or Certificate

Possession of a valid California Driver's License or ability to obtain one;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met 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.

Work is performed in both an office setting and outdoors. Outdoor work is required in the inspection of various properties or nuisances. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, crawl, climb ladders, bend, squat, talk or hear;

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near substandard buildings or properties, which may expose employee to dirt, mold, animal wastes, and other hazardous or non-hazardous materials.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.