
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Environmental and Safety Compliance Officer

POLICY NUMBER: 2933

2933.1 General Job Description

Under the direction of the General Manager:

- (a) Anticipates, identifies and evaluates hazardous conditions and practices;
- (b) Develops hazard control designs, methods, procedures and programs;
- (c) Implements, administers and advises others on hazard control programs; and,
- (d) Measures, audits and evaluates the effectiveness of hazard control programs.

2933.2 Prerequisite Qualifications

2933.2.1 Bachelor of Science Degree in Safety, Engineering (Industrial, Mechanical, Electrical), Applied Science, Chemistry, or related field.

2306.2.2 Two years of experience as a full-time safety professional; or an equivalent combination of education and experience.

2933.2.3 Valid California Class C driver license and satisfactory driving record, or ability to obtain within six weeks of appointment.

2933.3 Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

2933.4 Hourly Compensation:

2933.5 Essential Job Duties:

2933.5.1 Task: Developing methods for identifying and recognizing hazards in existing or future systems, equipment, products, facilities, processes, operations and procedures

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (infrequently up to 25 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.2 Task: Reviewing, compiling, analyzing and interpreting data from accident and loss event reports and other sources regarding injuries, illnesses, property damage, environmental effect or public impacts to: (a) identify causes, trends and relationships; (b) ensure completeness, accuracy and validity of required information; (c) evaluate the effectiveness of classification schemes and data collection methods; and, (d) initiate investigations.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (infrequently up to 25 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.3 Task: Providing advice and counsel about compliance with safety, health and environmental laws, codes, regulations and standards.

Physical Demand: Sitting; standing; walking over uneven ground; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.4 Task: Assessing environments, tasks and other elements to ensure that physiological and psychological capabilities, capacities and limits of humans are not exceeded.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (infrequently up to 25 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.5 Task: Formulating and prescribing physical or administrative controls, preferably before exposures, accidents, and loss events occur, to: (a) eliminate hazards and causes of exposures, accidents and loss events; and, (b) reduce the probability or severity of injuries, illnesses, losses or environmental damage from potential exposures, accidents, and loss events when hazards cannot be eliminated.

Physical Demand: Sitting; standing; walking over uneven ground; lifting, pushing, pulling and carrying (infrequently up to 25 lbs.); kneeling; stooping; bending; squatting; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.6 Task: Developing safety, health and environmental policies, procedures, codes and standards for integration into operational policies of [DISTRICT].

Physical Demand: Sitting; standing; walking; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.7 Task: Consulting with and advising individuals and participating on teams engaged in planning, design, development and installation or implementation of systems or programs involving hazard controls.

Physical Demand: Sitting; standing; walking; climbing ladders, stairs, etc.; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2933.5.8 Task: Staying current with technological developments, laws, regulations, standards, codes, products, methods and practices related to hazard controls.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.5.9 Task: Preparing reports which communicate valid and comprehensive recommendations for hazard controls which are based on analysis and interpretation of accident exposure, loss event and other data.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.5.10 Task: Using written and graphic materials, presentations and other communication media to recommend hazard controls and hazard control policies, procedures and programs to decision making personnel and the Board of Directors.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.5.11 Task: Directing or assisting in planning and developing educational and training materials or courses. Conducting or assisting with courses related to designs, policies, procedures and programs involving hazard recognition and control.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.6 Marginal Job Duties:

2933.6.1 Task: Reviewing, compiling, analyzing and interpreting data from various sources, to assist the General Manager and division managers in the completion of projects and tasks within their respective areas of responsibility.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.6.2 Task: Participating on teams engaged in planning, design, development and implementation of systems or programs involving district operations and programs not involving hazard controls.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.6.3 Task: Preparing reports in conjunction and cooperation with the General Manager and division managers regarding projects and tasks within their respective areas of responsibility.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.6.4 Task: Managing and coordinating short- and long-term planning and application projects under the direction of the General Manager and/or division managers.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.6.5 Task: Under the direction of the General Manager or division managers, supervising and directing the work of engineering, planning, environmental, and regulatory compliance consultants.

Physical Demand: Sitting; standing; walking; climbing stairs; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls.

2933.7 Environmental Demands:

2933.7.1 Outside: Frequently and routinely works outside in a variety of weather conditions ranging from snow to +100° F.

2933.7.2 Inside: Frequently works indoors in temperature-controlled environment.

2933.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations.

2933.7.4 Noise/Vibration: Moderate exposure to noise, and minimal vibration from hydro generation facilities, and construction tools and equipment.

2933.8 Mental Requirements:

2933.8.1 Reading: Reads laws, codes, regulations, standards, policies, procedures, construction plans and specifications, technical manuals, material data sheets, safety manuals, work orders, street maps, letters, reports, memos and messages.

2933.8.2 Writing: Writes letters, memos, messages, reports, manuals, policies, procedures, training curricula, responses to surveys,

2933.8.3 Math: Ability to perform advanced math calculations. Ability to apply concepts such as fractions, percentages, ratios, proportions, and statistical analysis to practical situations. Ability to accurately measure distances at degree of accuracy appropriate for application to work in progress.

2933.8.4 Attention to Detail: High level concentration and attention to detail for extended periods of time required.

2933.8.5 Repetition: Moderate repetition level; usually performing a variety of tasks each day.

2933.8.6 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2933.8.7 Social Skills: Ability to relate cooperatively with the Board of Directors, General Manager, regulatory agency staff, members of the public, and District personnel.

2933.8.8 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others.