

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: OCCUPATIONAL HEALTH & SAFETY ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer health and safety programs. Work involves developing and implementing safety training; analyzing, identifying and developing recommendations to reduce risk and improve safety. Classification typically reports a Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops, coordinates and implements safety and health programs for the purpose of reducing workplace injuries and illnesses; develops and conducts risk management programs including safety, hazardous materials, medical testing, and driver improvement; develops training materials; distributes supervisors' monthly training session materials upon request; and coordinates and conducts safety training classes for a wide variety of departments.

Conducts safety studies and reviews: conducts in-depth facility safety audits; conducts on-site visits and inspections to District and contractor work sites; conducts job hazard analyses for operating positions; conducts ergonomic reviews for employees; conducts air quality samplings and noise level surveys; and provides recommendations improve job site safety, reduce risk, and implement safer work practices as appropriate.

Identifies strengths and weaknesses pertaining to safety measures; reviews monthly facility safety inspection reports; monitors effectiveness of safety programs; and implements changes to improve program effectiveness and results.

Reviews all accident/investigation reports; gathers and reviews information about losses and accidents; prepares incident reports; conducts safety investigations of occupational injuries; attends quarterly workers compensation safety meetings throughout District.

Establishes and maintains records, files, databases; and documentation for safety and health programs and operations; and maintains safety and administrative procedures; researches information in files, records and databases and prepares reports from same.

Plan, coordinate and implement safety training courses and curricula; develops course content and materials and create training programs with appropriate software. Assess employee safety training needs, conduct training and/or coordinate training by other instructors, manage training resources and work with clerk to maintain training records.

Prepares and publishes newsletters with safety and loss control information; issues safety bulletins to be included in employee paychecks; creates and distributes safety posters; updates bulletin boards; and fosters an awareness of and health hazards and adherence to safe work practices.

Regularly reviews OSHA standards for changes in existing or new standards.

Assists with budget preparation regarding programs related to health and safety.

Provides technical information to managers, supervisors and employees regarding safety and loss control issues.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in occupational health and safety or safety management or a related field; supplemented by two (2) years previous experience conducting safety programs and training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may risk exposure to temperature, weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wildlife, disease, blood, bodily fluids, electric currents, machinery or traffic hazards.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.