



MARIN MUNICIPAL WATER DISTRICT

SAFETY AND TECHNICAL TRAINING SPECIALIST

DEFINITION

Under general supervision, performs a variety of responsible technical and administrative duties for assigned safety and training-related activities. Provides support to ensure that the District's safety training is in compliance with all applicable local, state and federal safety requirements by planning, coordinating and/or conducting safety training; maintains awareness of industry trends and safety resources; tracks, records and maintains safety and training records; monitors equipment and vehicles for safe use, ensures proper safety practices and maintains safety related documentation; and performs related work as required.

DISTINGUISHING CHARACTERISTIC

This position is responsible for the administration of training programs, maintaining familiarity with training requirements and for related recordkeeping. This technical/professional class participates in training programs, interacts on a daily basis with staff and supervisors performing safety-related work, serves as a contact person for District employees regarding safety requirements and resources, and generally contributes to promoting safe work practices and compliance with District safety policies and procedures. The position reports to the Safety & Risk Manager, and works closely with management staff as well as a variety of employees, supervisors, union representatives and vendors as an on-going requirement of the job.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following.

- Plans, coordinates and/or facilitates training for employee occupational safety training programs, informs employees of training and educational opportunities, and evaluates employee training needs.
- Administers training programs by developing and/or maintaining documentation; schedules trainees and training sites; coordinates logistics and all other aspects of training workshops and opportunities
- Assists with the development and implementation of goals, objectives, policies and priorities in support of the District's occupational safety and risk management programs.
- Utilizes appropriate computer applications to enter accurate and current records for data base information to produce and distribute reports to management and regulatory agencies; tracks, records and administers employee training documentation and maintains safety training records.
- May develop content and conduct training workshops, develop training objectives, methods and materials to meet identified training needs.
- Understands, interprets and applies federal, state, and District rules and regulations related to safety training and safety regulations from Cal/OSHA; assists with and responds to inspections conducted by Cal/OSHA and other regulatory agencies as assigned.
- Monitors employee driving practices and vehicle accident reporting as found in the Health

and Safety Handbook and Vehicle Use Policy, and conducts Defensive Driver's Training for new employees and management referrals.

- Assists Safety Manager in administering District-wide safety practices for accident prevention and assists in accident training needs assessment activities to maximize work place safety and ensures compliance with relevant regulations and District policies.
- Interprets and applies safety and training regulations as they relate to the operation of heavy equipment, industrial shop operations, traffic control, excavation, and safe work practices for field, construction and office work activities.
- Ensures compliance with the Department of Motor Vehicles (DMV) Employer Testing Program requirements for testing and training records, completion of Certificate of Driving Skills (DL170) forms; maintains eligibility as authorized representative and ensures examiner(s) meet DMV eligibility requirements in order to administer driver testing.
- Oversees the inventory of safety equipment, the warehousing and maintenance for safety equipment, tools and apparatus.
- Monitors and checks condition of safety equipment used by District staff such as; traffic control equipment, air monitors, safety devices, apparel, tools, gear and apparatus.
- Responds to inquiries regarding safety equipment; proper use, safety procedures and practices in use of equipment, vehicles, heavy equipment, fork lifts and other machinery.
- Provides support to facilities and maintenance operations for heavy equipment training program, ensures operator's skills meets requirements and are consistent with District and CalOSHA standards.
- Keeps current with developments and changes in the areas of risk management, occupational safety and industrial hygiene, and work-related injuries and makes recommendations for improvements in these programs.
- Researches and recommends outside training services, vendors, products and materials; maintains relationships with community and public safety agencies.
- Prepares a variety of reports, correspondence, handbooks, instructional materials, and statistical data.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Local, state and federal regulations pertaining to safety, training and applicable licensing requirements.
- Industry best practices for job safety, adult learning theory, education and training processes and available resources.
- Cal/OSHA regulations including the Injury and Illness Prevention Program, construction practices, excavation safety, industrial hygiene and hazard communication.
- Common technical safety programs (e.g. confined space entry, hearing conservation, respiratory protection, chemical hygiene, hazardous materials, personal protection)
- California Department of Motor Vehicles, Federal Motor Carrier Safety Administration (FMCSA) regulations and laws.
- Construction practices and procedures for lateral, above and below ground work;
- Computers and word processing, spreadsheet, visual presentation software used in conjunction with contemporary business practices.

Ability to:

- Use judgment and discretion to integrate safety and technical knowledge with

interpersonal and communication skills when dealing with employees, management personnel, consultants, agents from regulatory agencies, providers and others.

- Communicate clearly and concisely orally to explain and present information, conduct effective safety related training programs.
- Establish, develop, and maintain effective cooperative and collaborative working relationships with employees, regulatory agencies, the public and those contacted during the course of performing the job.
- Research, understand, interpret and apply specific rules, laws, ordinances and policies to applicable safety management programs.
- Organize and prioritize work to meet deadlines and provide timely action and resolutions to safety issues.
- Identify, plan, conduct or provide for employee training in a variety of safety and other risk management related areas.
- Remain current regarding trends and job related information related to occupational safety, industry specific technology, state and federal safety regulations and standards.
- Maintain records, write reports, develop and prepare instructional materials and other correspondence in a clear, concise, and effective manner using a personal computer.
- Create spreadsheets and use various types of data bases to produce required documentation.
- Be available after normal working hours, on call by pager or cell phone
- Drive a vehicle and travel to off-site locations or to attend meetings.

Training and Education:

Education: Equivalent to high school diploma and extended education with college course work, other specialized training, or a degree in employee training or adult learning, industrial safety, occupational health sciences, or other directly applicable field.

Experience:

Four years of work experience in employee training or adult learning in occupational health and safety, risk management and safety practices related to heavy construction, water utility systems and operations or other closely related field.

Certification and Licenses:

- Possession of a California driver's Class A or B license with tanker and airbrake endorsements issued by the State Department of Motor Vehicles and a satisfactory driving record.
- Possession or the ability to obtain an Employer Testing Program Training Certificate from the State of California Administrative Services Division of DMV and qualify for authorized California DMV representative status.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform moderately heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Additional Physical Demands

- A self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: December, 2008
Approved by: Human Resources Manager