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City of Alameda  
Code No. 7710  
Approved by C.S.B  
October 12, 2005

**SAFETY OFFICER**

**DEFINITION**

Under direction, plans and performs work in connection with environmental and worker safety compliance, hazardous and toxic material management and control, hazardous waste management and disposal, Department of Transportation safety inspections, compliance inspections, training and policy administration. Performs other related duties as required.

**EXAMPLES OF DUTIES**

1. Monitors Federal, State and local laws and regulations related to toxic or hazardous materials and hazardous wastes; arranges proper disposal of hazardous wastes; maintains files of waste disposal and material safety data sheets (MSDS) on toxic and hazardous materials used in the normal course of business; makes appropriate distribution of MSDS information.
2. Assess employee and supervisor needs for safety training in areas of awareness and job safety. Design, develop, coordinate, and deliver safety training programs.
3. Advise staff on appropriate strategies/tactics for minimizing safety and health hazards and risks.
4. Review legislation, perform audits, track reports, and recommend actions.
5. Assist and provide guidance in the planning and implementation of regulatory compliance programs, e.g., Code of Federal Regulations, SARA Title III, G.O. 95, 128, and 165, and Injury and Illness Prevention Plan (SB198), involving health and safety for employees and the public.
6. Maintain required records such as those required by state and federal worker protection laws.
7. Assist in compliance inspection and audits. Assist and support the process with regulatory agencies in permit applications, administrative orders, and regulatory compliance issues.
8. Regularly assess risk and liability and take appropriate action to minimize them.
9. Analyze different processes and products to determine the existence, severity, probability, and outcome of hazards.
10. Conduct trend analysis and forecasting.
11. Assist the City's risk management staff to manage risk and liability.
12. Conduct Hazardous Material/Waste and Department of Transportation required training and certification, to include California Class A driver training and certification.
13. Administer the hearing conservation, respiratory protection, eye, hand, and foot protection, and safety apparel programs.
14. Assist the City's police and fire departments' first responders of emergency calls for service to work in a safe manner through communication and training.
15. Conducts studies, prepares and presents reports and recommendations. Oversees work of consultants retained for special audits, studies and projects.
16. Participate in the investigation of accidents and injuries and in the preparation of reports and evidence.
17. Coordinate electrical and office safety training in areas such as first aid/CPR and hazardous materials/situations terminology and communication.
18. Monitor job site activities and participate in planning processes.
19. Coordinate environmental activities with other department work units.
20. Foster employee involvement in workplace and public safety.

**EMPLOYMENT STANDARDS**

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

Education: Graduation from an accredited four-year college or university with major course work in environmental science, industrial hygiene, industrial engineer, safety engineer, physical science or related field. A master's degree in any of the above areas is desirable.

Experience: Four years of progressively responsible environmental or safety compliance with construction, maintenance and operations work activities; toxic/hazardous materials and situation experience; electrical power utility and/or telecom and worker safety compliance experience is desired.

### Knowledge

Knowledge of applicable laws, codes and accepted safety practices relating to electrical and/or telecommunications work, e.g. Toxic Substance Control Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response Compensation Liability Act (Superfund), Clean Water Act, Clean Air Act, National Environmental Policy Act, Occupational Safety and Health Act; California laws and regulations governing environmental matters including General Orders 95, 128, and 165, Proposition 65, Right-to-Know Rules, and California Administrative Code title 22, Health and Safety Code, and California Code of Regulations Title 8; all aspects of underground and overhead transmission, distribution, and substations; aspects of underground and overhead telecommunication systems; materials and equipment and standard construction practices and procedures; and investigation and record keeping techniques and procedures.

### Abilities

Ability to effectively plan and perform assigned work in connection with environmental and worker safety compliance, hazardous waste disposal, hazardous and toxic material control and safety inspections, training and policy administration; communicate effectively orally and in writing with all levels of the organization, public and outside agencies, contractors, etc.; properly handle confidential information and material; establish and maintain a variety of databases; direct the work of consultants; interpret and apply established City policies, procedures and codes; interpret and analyze information, draw valid conclusions and project consequences of decisions and recommendations; analyze and solve problems using independent and discretionary judgment; prepare studies and reports concerning complex technical matters; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate technical information to both technical and non-technical audience; establish and maintain effective working relationships with employees and the general public.

### Working Conditions

Work is performed in an office and outdoor setting. Outdoor activities take place in all weather conditions, including temperature extremes; during daylight hours and at night; and on various types of terrain. Incumbent may be exposed to conditions and hazards from obstacles, heights, and open trenches associated with construction sites. Work may be performed in proximity to electrical high voltage lines and equipment.

### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment. Possession of, or ability to obtain within six months of employment as condition of initial and continued employment, a certificate in Hazardous Materials and Waste Management.

### Special Requirement

Respond to after hours emergencies as required.