

Safety Specialist

SUMMARY

Under general supervision, coordinates and administers MPS safety programs; monitors safety compliance, assists with safety management planning, plans and provides training, and serves as the District's safety expert.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Serves as technical advisor for safety related issues to management and plant maintenance & operations leads.
- Coordinates implementation of measures, procedures, and methods to help protect workers from potentially hazardous work methods, processes, or materials.
- Monitors plant maintenance, operations and construction related activities to advise management on compliance with applicable safety rules, regulations, and/or laws.
- Directs and assist in the investigations of accidents and property damage; analyzes data and assists in the development of preventative measures; manage OSHA recordkeeping and reporting requirements.
- Develops and provides training and other technical support services on safety related topics such as: asbestos, personal protective equipment, respiratory protection, lock out/tag out, hazardous waste, and playground safety to comply with OSHA and Minneapolis Public Schools.
- Collects, develops, and disseminates materials and information used in program development and to further safety training.
- Compiles and distributes statistical reports on safety performance, accident cost and OSHA related information; recommends changes that reflect improved opportunities to eliminate work place accidents and injuries.
- Maintains accurate records and files relating to safety issues; prepares a variety of narrative and statistical reports, correspondence and other written materials.
- Assists in the development of MPS safety programs, policies and initiatives.
- Coordinates and facilitates safety committee(s).
- Conducts safety and health program evaluations of maintenance, operations and construction activities and advises supervisors and management of compliance with rules and regulations.
- Communicates safety rules and procedures to suppliers, vendors and subcontractors.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and MPS staff; acts in a manner that promotes a harmonious and effective workplace environment
- Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Public Health, Safety, Industrial Hygiene, or a field related to the work; AND four (4) years of professional experience in public health or environmental regulatory programs; OR an equivalent combination of education, training and experience as determined by Human Resources.

Knowledge of:

- Principles, practices of and applicable equipment related to industrial safety and hygiene.
- Federal, state and local environmental, health and safety laws and regulations.
- Standard occupational hazards, including accident analysis and prevention techniques.
- Budget principles and practices.
- Project management processes.
- Data sampling and statistical analysis techniques.
- Computer applications related to the work.
- Record keeping principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Principles and techniques of making effective oral presentations.

Skill in:

- Developing and implementing an effective safety, hazard control and industrial hygiene program.
- Assessing risks and hazards and making effective recommendations verbally and in writing for action and correction.
- Interpreting, applying and explaining applicable laws, codes, regulations and guidelines.
- Performing technical, detailed safety, hazard, and environmental research.
- Preparing clear and concise reports, educational and informational materials, correspondence and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Making effective oral presentations to large and small groups.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid Minnesota State Driver's License.
- Obtain and maintain OSHA 500/510 within twelve (12) months of date of employment.
- Other certifications may be required as determined by department.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Mobility to work in a typical office setting, use standard office equipment; strength and agility to navigate uneven terrain and construction sites as well as lift and carry items up to 50 pounds; drive a motor vehicle in order to attend meetings and visit work sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Work is subject to performance under adverse environmental conditions, hazardous chemicals, electrical shock, intense noise and in confined spaces.

ORGANIZATIONAL INFORMATION

- Bargaining Unit: AMP
- Grade: 59
- FLSA Status: Exempt
- Job Group: Environmental Health Group
- Revised: April 25, 2016