

**Sacramento Suburban Water District  
Classification Specification**

**Job Class:** Safety/Risk Officer

**FLSA Status:** Exempt

**Effective Date:** February 19, 2019

**Definition**

Performs a variety of professional level duties involving the development, organization, implementation, and coordination of a variety of safety and risk management programs including workers' compensation, training, safety/environmental management, and emergency management programs.

**Distinguishing Characteristics**

This is the journey level classification, fully competent to independently perform a variety of technical duties in support of District activities. Employees are expected to be familiar with a diverse set of policies, procedures, and situations and receive only occasional instruction, assistance, or direction as new or unusual situations arise.

**Supervision Responsibilities**

Responsibilities may include the direct or indirect supervision of staff.

**Examples of Essential Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Develops and enforces safety policies and procedures in compliance with State and Federal Occupational Safety and Health Administration (OSHA) laws and regulations.
- Oversees and participates in the day-to-day operations of programs designed to reduce and manage risk and ensure work place safety and facility security; performs a variety of duties involved in the development, organization, implementation, and coordination of safety and risk management programs including workers' compensation, security, training, safety/environmental management, and emergency management programs.
- Administers implementation and oversight of the District's Injury and Illness Prevention Program (IIPP); reviews, develops, and updates safety related policies and procedures as required by law or as necessary; develops and provides training of various safety topics to employees; inspects District facilities, equipment, and records for compliance with OSHA standards.
- Responds to the scene of accidents/injuries; conducts thorough investigations and analysis of conditions and circumstances related to the accident/injury; prepares reports with findings and recommendations.

- Oversees and participates in the implementation and administration of the State's Department of Transportation (DOT) program.
- Oversees and participates in the management and implementation of the District's Risk Management Program; receives, investigates, and processes all claims filed by members of the public and other organizations; prepares reports with findings and recommendations; coordinates with claimants, ACWA/JPIA, attorneys, other insurance carriers and District personnel.
- Works closely with ACWA/JPIA risk management staff to coordinate periodic inspections and respond to follow-up inspection reports.
- Participates in the development, management, and implementation of the District's Emergency Response Plan (ERP); performs a full range of duties to ensure the District is prepared to handle a disaster; trains staff on the principles of the State's Standardized Emergency Management System (SEMS); develops emergency exercises and drills and analyzes staff response and efforts; coordinates the efforts of staff to develop standard procedures to operate under duress and abnormal circumstances.
- Participates in the development and implementation of the District's training and employee development program related to safety and risk management; develops required training courses; ensures that employees receive required training and regulatory obligations; and, coordinates the implementation and maintenance of a training program and database.
- Tracks required staff training, including establishing individual training schedules.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

### **Minimum Qualifications**

#### ***Knowledge Of:***

- Basic principles and practices of program development and administration, including a safety and risk management program.
- Risk management principles including those related to managing risk in a local government, risk assessment, risk retention, risk transfer, claims and litigation management, loss control, workers' compensation, safety, and emergency response.
- Construction and water industry operation and safety standards and requirements.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Pertinent federal, state, and local laws, codes, and regulations pertaining to workplace safety and injury and illness prevention.
- Techniques of developing and conducting workplace training programs.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- English usage, spelling, grammar, and punctuation.

- Mathematical principles and statistics as related to risk management.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

***Ability To:***

- Participate in planning, organizing, directing, coordinating, and evaluating comprehensive safety and risk management programs.
- Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Participate in the development and administration of safety and risk management program goals, objectives, and procedures.
- Conduct investigations, safety audits, and related research and prepare findings and recommendations in a clear and concise manner.
- Understand the organization and operation of the District, assigned programs, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Prepare clear and concise technical and administrative reports.
- Provide training to others.
- Operate a computer for word processing, database, and department specific software.
- Respond to emergency and problem circumstances in a calm, organized, effective manner, dealing as necessary with conflict, to arrive at an effective course of action.
- Exercise good judgment and maintain confidentiality in maintaining critical, sensitive, and confidential information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.

***Experience and Education:***

Experience:

Five (5) years of increasingly responsible safety and risk management experience.

Education:

Bachelor's degree from an accredited college or university with major course work in Industrial Engineering, Safety Engineering, Occupational Safety and Health, or other closely related field. OR, Two years of qualifying experience (in addition to the experience already required) AND an Associate of Arts degree in business,

public administration, or a closely related field may substitute for the Bachelor's Degree.

***License and/or Certificates:***

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

**Working Conditions and Physical Demands**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers, and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses computer, keyboard, and mouse.
- Regularly uses office equipment, such as copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books, and small office equipment.
- Stands and files for extended periods of time.
- Sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**

APPROVED:

Dated: 2/19/19

By:   
Dan York  
General Manager