



Safety Technician

Class code: 415

Employee Group: SEIU

Salary Range: 19

I. Position Summary

Under direction, to act as a safety consultant and safety trainer for Jackson County Roads and Parks; to perform a full spectrum of safety services; to assist in the development, implementation and evaluation of the occupational health and safety program; and, to perform related work as required.

II. Distinguishing Features

This is an advanced journey level classification. Assigned duties require the exercise of judgment or choice among possible actions, sometimes without clear precedent and often with concern for the consequences of the action. Employees in this classification work under general direction of a supervisor, but often do not work in proximity to his/her supervisor. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee.

III. Examples of Essential Position Duties

- Assesses safety training needs of the department – including, but not limited to, Roads, Parks and Motor Pool; develops, conducts and/or coordinates safety related training programs for employees.
- Works with the safety manager in Roads and Parks and the Human Resources/Risk Department regarding safety/risk issues.
- Serves as a principal department trainer for work zone traffic control, flagging, and truck driver training to meet special licensing requirements as needed and trains employees to operate equipment utilized to maintain roads and bridges.
- Evaluates work procedures and processes and ensures that safe work practices are being followed by employees.
- Serves as the primary department safety representative in the field.
- Reviews, analyzes, investigates and documents incidents and accidents and work operations to improve the effectiveness of the program.
- Assists with the development of preventative safety procedures to solve safety issues; maintains safety files and records as required.
- Assists with and performs safety inspections for employee work groups, equipment and facilities; develops reports with findings of noncompliance and procedures/timelines for achieving compliance; verifies and documents compliance.
- Assists with the evaluation, revision and preparation of the department's Occupational Health and Safety Program and Safety Data Sheets; provides technical assistance in the selection of materials, equipment and safety devices. Researches rules, laws, policies and regulations regarding safety; recommends and implements changes and monitors compliance with safety standards and regulations.
- Investigates, documents and prepares reports regarding complaints received concerning hazardous road conditions and road hazards.
- Participates in the departmental, countywide and Oregon Department of Transportation safety committees; establishes topics for department safety meetings; collects, compiles and

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presents information on safety related issues; follows up with staff to ensure that safety committee suggestions or decisions are implemented.

- Arranges the Hearing Conservation annual testing program, conducts the test results interviews; reviews personal protective equipment requirements.
- Calibrates equipment used in conducting air/sound monitoring; writes reports related to air/sound monitoring.
- Coordinates commercial driver's license (CDL) renewal/medical card renewal reminders.
- May respond to emergency situations during the work shift or after hours for the purpose of resolving immediate safety/security concerns.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Monitors employee performance and behaviors related to safety in the field and reports work progress, challenges, incidents and accidents, and employee conduct and performance related to safety to the appropriate supervisor.
- Communicates supervisor expectations to work crew regarding work practices and procedures, safety, and compliance with County policy.
- Sets an example to employees in following County and department policies and in maintaining a positive working relationship with co-workers, managers, and County leadership.
- Provides input to managers for annual employee evaluations regarding employee performance related to safety.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Requires knowledge and use of the operation and maintenance of CDL and non-CDL equipment; a variety of statutes, maps, manuals and procedures related to the work assigned; federal, state and local safety agencies regulations and practices applicable to department operations, including but not limited to Occupational Safety and Health Administration; principles and best practices of occupational safety, accident prevention, work zone safety, occupational hazards, hazardous materials identification and disposal methods; safety training in multiple subjects such as excavation, fall protection, confined spaces, lock out/tag out and defensive driving; Federal Motor Carrier regulations; walk-around inspection training and practical driving experience as well as refresher training; and, safety program evaluation and development and principles of investigation and report development. Ability to investigate and analyze incidents/accidents; instruct and provide work direction to others; demonstrate adequate proficiency in equipment operation; conduct effective, accurate and informative training; communicate effectively, both orally and in writing; interpret and apply safety regulations and policies; establish and maintain cooperative working relationships with those contacted in the course of work; safely operate a vehicle; demonstrate leadership, influence and be a self-starter and team player; be tactful with internal and external customers; demonstrate excellent organizational and troubleshooting skills; schedule and prioritize work when presented with multiple tasks; be detailed oriented; prepare and maintain accurate reports, records and logs; use basic arithmetic to perform related tasks; work

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calmly with others under adverse circumstances; use a variety of equipment, tools and office machines including a computer and a calculator; demonstrate basic computer skills in Microsoft Word, Excel, PowerPoint, Access and e-mail; learn and use company specific software; and, interpret and explain department policies and procedures as necessary.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A combination of education and experience equivalent to completion of the twelfth grade AND three years of work-related experience which includes one year of occupational health and safety program related duties AND experience in conducting training **OR**
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Possession of a current Class “A” Commercial Oregon Driver’s License and an acceptable driving record. Traffic control supervisor and work zone flagger trainer certifications are required within six months of hire.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to exert a considerable amount of force to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in performance of assigned duties; operate a variety of tools, equipment and vehicles used in performance of daily tasks; ability to perform assigned work in a safe manner; ability to lift up to 20 pounds frequently and 50 pounds occasionally; may be subject to uncomfortable working conditions including exposure to noise, heat, cold or humidity; ability to think and act quickly in emergencies; maintain effective audio-visual discrimination and perception needed for making observation and communicating with others; ability to drive.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, traffic hazards, biohazards, noxious plants and wildlife. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.