

ENVIRONMENTAL SAFETY OFFICER

DEFINITION

Implements accident prevention, environmental compliance programs, District recycling and rubbish, and hazardous materials management in cooperation with administrators; assists in the development, administration and coordination of such programs; conducts field safety audits and recommends measures to prevent, minimize, and remedy hazards.

TYPICAL DUTIES

Implements, evaluates, and investigates the effectiveness of components of the accident prevention, traffic safety, and environmental health and safety compliance programs.

Conducts site safety audits of work methods for improper procedures, checks equipment and facilities for hazardous conditions, and recommends corrective actions as required by agencies such as the California Division of Occupational Safety and Health, the South Coast Air Quality Management District (AQMD), Los Angeles County Health Services and Fire Departments, and the Los Angeles City Fire Department.

Prepares written recommendations for the elimination of unsafe acts or hazardous conditions to comply with applicable laws.

Explains the intent and legal implications of health and safety codes and regulations to District administrators and supervisors.

Investigates compliance with legal mandates pertaining to safety, compliance programs, and fire prevention.

Reviews Safety Data Sheets to determine acceptability of materials for use by the District.

Conducts environmental compliance inspections and audits.

Prepares Business and Contingency Plans at school sites and other District facilities as required by the Department of Toxic Substances Control, State Water Board, Certified Unified Program Agency and the Department of Tax and Fee Administration.

Develops training material, and conducts and audits environmental health and safety training for District personnel.

Responds to environmental health and safety complaints and emergencies at schools and District facilities.

Liaises and coordinates with regulatory agencies such as the California Division of Occupational Safety and Health, the South Coast Air Quality Management District (AQMD), Los Angeles County Public Health Department and fire, transportation, and law enforcement agencies.

Prepares written reports, correspondence and other documentation.

May represent the District at meetings with governmental agencies that have jurisdiction over occupational safety, environmental health, and fire protection.

May serve as consultant to employee safety committees, supervisors, and administrators.

May review and analyze legislation for its effect on District programs and procedures.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Environmental Safety Officer implements programs for accident prevention; conducts site safety and compliance audits; makes recommendations for compliance with regulations pertaining to occupational safety, environmental health, environmental compliance, and fire prevention; and works with District employees to implement accident prevention measures and compliance programs.

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs including but not limited to accident prevention, industrial hygiene, asbestos, lead, construction, chemical evaluation, environmental compliance, and waste management.

An Environmental Health Specialist performs environmental health and safety investigations, surveys, and audits; and prepares written reports and correspondence.

SUPERVISION

General supervision is received from a supervisory or management employee such as the Environmental Health Supervisor. Work direction is exercised over lower-level personnel such as Environmental Health Specialist.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of safety engineering, hazardous materials, and waste control
- General Industry Safety Orders and other applicable safety, environmental health, and compliance regulations of government agencies
- Construction and environmental hazards
- Accident prevention program concepts and means of implementation
- Principles of CPR and first aid
- Pertinent State and local traffic laws, procedures, and safety requirements
- Microsoft Windows operating systems and Office Suite programs and sampling/monitoring equipment software

Ability to:

- Work with technical, District, and government personnel
- Develop and implement training and evaluation programs
- Recognize hazardous conditions and unsafe acts and their causes, and execute appropriate corrective measures
- Recognize physical symptoms of occupational injury and illness
- Respond quickly and appropriately in emergency situations
- Prepare clear, concise reports
- Present technical concepts and procedures clearly and concisely in oral and written communication
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

- Perform work while wearing personal protective equipment, such as respirators and protective clothing
- Normal color vision
- Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull and safely lift and carry weights up to 50 pounds
- Ability to maneuver in narrow spaces (e.g., attics and crawl spaces)
- Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in environmental engineering, industrial hygiene, occupational health and safety, environmental and occupational health, or a closely related field.

Experience:

Two years of experience performing environmental health and safety investigations, audits, and analysis.

Experience in developing, implementing, or coordinating programs of accident prevention or environmental compliance, including preparing recommendations for compliance with regulations pertaining to occupational health and safety, traffic safety, fire prevention, air and water compliance or solid and hazardous waste control is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES

Requires wearing a negative pressure respirator.

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

Employees in this class are subject to call at any hour.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-15-23
BM