

SNOHOMISH COUNTY JOB DESCRIPTION

COUNTY SAFETY OFFICER

Spec No. 2143

BASIC FUNCTION

Supervises and directs the county-wide safety program which promotes, educates and advises all employees about occupational safety and health in the work environment and by ensuring compliance with federal, state and local laws.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops, manages and implements the county-wide safety education and accident prevention programs; analyzes, coordinates, implements and conducts training; routinely inspects county facilities and work sites to identify safety hazards and unsafe working conditions; recommends and coordinates the implementation of measures required to correct unsafe working conditions necessary to remove hazards and prevent accidents.
2. Directs, supervises and monitors the work of subordinate safety professionals.
3. Analyzes, develops, implements and maintains a system for establishing benchmarks and accident reporting; compiles statistical data regarding accident and injury trends and costs; interprets safety data based on technical knowledge and expertise; analyzes and evaluates data to determine problem areas and recommend corrective measures, as appropriate.
4. Regularly reviews accident prevention program and revises and implements strategies for strategies for improvement according to statutory regulations and changes..
5. Researches and interprets OSHA/DOSH regulations, county policy and other laws, rules and regulations concerning occupational safety and industrial hygiene
6. Advises county officials, management and employees on policies, laws, rules and regulations that may affect safe operations; provides professional advice and technical assistance for accident prevention and safety programs specific to the industry, as necessary.
7. Acts as a liaison between the county and federal, state and local government officials as necessary for the review, development and administration of the county's safety program; may be required to accompany federal and state inspectors on inspections at county facilities and work sites.
8. Implements, coordinates and monitors the county's Commercial Driver License Alcohol and Drug testing program in accordance with Department of Transportation (DOT), Department of Licensing (DOL) and Federal Motor Carrier Safety Regulation (FMCSR) rules and regulations; ensures program compliance with DOT, DOL, and FMCSR.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Establishes and serves on safety committees and/or accident review board, as required;
10. Consults with department managers on workplace hazards; develops and conducts training on all safety topics, as necessary;
11. Writes safety policies, procedures and bulletins;
12. Assists in the County Risk Manager with coordinating of loss control practices and procedures; make recommendations to reduce risk and liability.
13. Coordinates and implements Accident Review Board procedures.

STATEMENT OF OTHER JOB DUTIES

14. Supervises the maintenance of general safety and inspection records; routinely prepares reports, as necessary.
15. Manages state and federally mandated hazard communication program;
16. Notifies department directors about non-compliance issues and prepares recommendation for compliance.
17. Assists in Emergency Management Program procedures.
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

A Bachelor's Degree in Industrial Safety or related field, AND, at least three (3) years of supervisory responsibilities, with five (5) years of experience in accident prevention methods and overall safety responsibility including safety education, training, safety inspection and accident prevention. Exceptional leadership, oral and written communication skills, strong personal computer skills in with spreadsheets, word processing, data base and graphics. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License and a valid First Aid/CPR card are required for employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- applicable federal, state and local laws, codes, regulations, policies and procedures, including comprehensive knowledge of OSHA, WISHA, U.S. Department of Transportation, Department of Licensing, Federal Motor Carrier Safety Regulation and Department of Ecology
- compliance requirements of a wide variety of county code, regulations and ordinances
- the attributes of proper disposal method of hazardous chemicals, gases, solvents and related substances
- personal protective equipment programs, blood-borne pathogens, defensive driving training programs, traffic control, lift truck safety
- shoring and trenching
- fire extinguisher inspection, crane inspection, first aid and CPR programs, hazardous communications programs, ergonomics, Indoor Air Quality and noise control instrumentations
- current office practices, procedures, equipment and software applications.
- basic and creative safety and accident prevention principles, practices and procedures
- industrial hygiene, safety and accident prevention education, training methods and techniques
- safety inspection methods and techniques
- how to establish and maintain effective work relationships with all employees

Ability to:

- communicate clearly and effectively, both orally and in writing
- demonstrate strong customer service ethic
- be an effective team leader and member
- gather, analyze, synthesize and evaluate a variety of data
- administer and regularly review a countywide safety and accident prevention program
- plan, coordinate and conduct safety education and training programs
- conduct safety inspections, detect safety hazards and unsafe working conditions, and recommend and implement appropriate corrective measures
- Investigate accidents and injuries to determine causes, and recommend and implement appropriate corrective measures
- read, interpret, understand and explain a variety of regulatory materials including County Code, OSHA/DOSH regulations and State Industrial Insurance laws, rules and regulations
- analyze, synthesize and evaluate statistical data; prepare appropriate safety and accident prevention recommendations accordingly

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KNOWLEDGE AND ABILITIES (Continued)

- motivate management, supervisors and staff to accept good safety and accident prevention practices
- write and summarize detailed and complex information in simple terms for communication to various audiences
- perform tests with noise evaluating equipment including on-going noise level surveys
- perform and interpret tests for Indoor Air Quality
- establish and maintain effective work relationships with all levels of county management and staff, and with representatives of outside agencies
- maintain required safety and inspection records and prepare necessary reports and other written materials, as requested

SUPERVISION

The employee receives general direction from the County Risk Manager. The work is performed with considerable independence and is reviewed through regular meetings, status reports and measurable results.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to work sites located throughout Snohomish County. The employee is exposed to a variety of hazards such as working around heavy equipment and is exposed to dust, fumes, grease, and inclement weather, etc. when working in the field.

The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1984

Previous Spec No. 332275

Revised and Retitled: November 1990, June 1992, June 2005 as Safety and Health Officer,
March 2006, May 2008 Senior Safety Officer

EEO Code: 2 - Professionals

Pay Grade: 245 - Classified Pay Plan

Workers comp: 1501 Hazardous