

SNOHOMISH COUNTY JOB DESCRIPTION

SAFETY SPECIALIST

Spec No. 2144

BASIC FUNCTION

Assist the Safety Officer with the promotion and implementation of the County safety and accident prevention program, including coordination and development of training and safety education programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates safety education and accident prevention programs; inspects county facilities, construction projects, and work sites to identify safety hazards, unsafe working conditions and assures regulatory compliance; recommends measures to correct hazards and unsafe conditions.
2. Assists in the investigation of accidents and injuries; recommends prevention methods.
3. Conducts employee safety training; safety meetings and group presentations to promote safety and accident prevention programs.
4. Applies county-wide safety policies and other state/federal rules and regulations pertaining to occupational safety and health; provides advice and technical assistance to employees on safety policies, regulations, and accident prevention practices.
5. Represents the Safety Office on county safety committees.
6. Conducts work zone and facility safety inspections.
7. Coordinates and schedules safety related third-party training, as necessary.
8. Develops, updates and maintains spreadsheets; performs data entry, and produces and analyzes reports from database programs and spreadsheets.
9. Prepares, develops, and distributes safety education materials (handouts, newsletters, etc.).
10. Analyze and provide safety-related reports, spreadsheets, and metrics.

STATEMENT OF OTHER JOB DUTIES

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in safety or field directly related to occupational safety and health administration; AND, two (2) years of increasingly responsible experience in occupational safety and accident prevention programs; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

A valid First Aid Card or the ability to obtain one within 6 months of employment is required.

Ability to obtain certifications for job-related skills, and training certifications for topics such as first aid, CPR, flagging and defensive driving with as needed with increased responsibility.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal, state and local safety laws, rules and regulations
- safety and accident prevention principles, practices, and procedures
- safety inspection methods and techniques
- facilitating training to small or large audiences
- ergonomic principles and practices

Ability to:

- demonstrate leadership in the topics of safety and health
- conduct safety inspections, identify safety hazards and unsafe working conditions, and recommend and implement appropriate corrective measures
- investigate accidents and injuries to determine root cause and recommend appropriate corrective measures
- apply knowledge of OSHA/WISHA regulations in workplace settings
- to present training and communication to small or large audiences
- communicate effectively, both orally and in writing
- maintain required records and prepare necessary reports and other written materials
- be a self-starter and work independently and/or with little supervision
- exercise professional and courteous behavior, and use independent judgment
- establish and maintain effective relationships with internal and external customers and co-workers.
- use computer to interpret complex data and provide analysis
- conduct ergonomic evaluations of office work stations

SUPERVISION

The employee reports to the County Safety Officer, a Risk Management Division supervisor. The work is reviewed through regular communication, meetings, customer feedback and by measured results.

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WORKING CONDITIONS

The work is primarily performed in the supported department's work environment; frequent field trips to various outdoor County work sites are often necessary; work may require use of personal protective equipment and the ability to perform physical activities, such as walking, kneeling, climbing, lifting and other moderately strenuous activity. The employee may be exposed to a variety of hazards such as working around heavy equipment and could be exposed to dust, fumes, grease, and strong odors. The employee is expected to perform duties of the position in inclement weather. The employee may be 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: July 1992

Revised: May 2002, December 2004, April 2006, October 2017, January 2019

EEO Category: 2 – Professionals

Pay grade: 238 – Classified Pay Plan

Workers Comp: 1501 Hazardous