



Safety Officer I

Salary Group: B16

Class Code: 2730

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
SAFETY OFFICER I	2730	B16	\$34,918 - \$55,130
SAFETY OFFICER II	2731	B18	\$39,521 - \$64,449
SAFETY OFFICER III	2732	B20	\$45,158 - \$73,788
SAFETY OFFICER IV	2733	B22	\$51,614 - \$84,479
SAFETY OFFICER V	2734	B24	\$59,004 - \$96,720

GENERAL DESCRIPTION

Performs routine (journey-level) safety and health program work. Work involves assisting with the development of safety policies and procedures, participating in the safety training and education of staff, inspecting work areas and activities for hazards, and assisting in investigating accidents. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Inspects work areas and activities to identify hazards, and recommends appropriate corrective action.

Conducts or assists in conducting employee safety training.

Prepares safety information for publication to promote employee safety.

Maintains or assists in maintaining a safety technical library.

Maintains a log of accidents and injuries, and prepares accident reports.

Reviews established safety regulations and standards, and recommends appropriate modifications.

Reviews safety specifications for items to be purchased.

Recommends protective equipment, provides training on the appropriate use of that equipment, and conducts utilization spot checks.

Assists with the development of safety policies and procedures for comprehensive safety and health programs.

Assists in investigating accidents and completing reports.

Assists in administering a safety awards program.

May inspect construction, remodeling, and renovation sites to ensure that the finished project will comply with safety standards.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in occupational safety and health program work. Graduation from an accredited four-year college or university with major coursework in safety, health, management, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of safety and health rules, regulations, and standards.

Skill in the use of a computer and applicable software.

Ability to plan and implement safety and health programs, and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification in occupational safety or industrial safety.