



<b>Job Title</b>	<b>Safety Specialist I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>12759</b>

**Class Specification – Safety Specialist I**

**Summary Statement:**

The purpose of this position is to support the employee safety program by providing broad range of consulting and safety services by working with and supporting various departments. This is accomplished by developing safety training; conducting training sessions for employees concerning safety laws and regulations; the proper use of safety equipment; investigating causes of accidents or injuries and develop solutions to minimize or prevent recurrence; compiling, analyzing, and interpreting statistical data related to exposure factors concerning accidents; and implementing an employee driver safety program to reduce property damage and bodily injuries.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level class in the Safety Specialist series. This class is distinguished from the II level by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Perform a variety of professional safety duties to assist with the City’s Safety Program. Assist with development of safety training materials and presents training materials in a variety of formats in compliance with current federal and state guidelines; and ensures safety documents are accurate and readily accessible for all employees.
15%	Assists with development and implementation of the employee driver safety program to reduce property damage and bodily injuries.
40%	Conducts onsite evaluations throughout the City and investigates accidents to determine root cause; and makes recommendations regarding safety factors to help minimize or prevent future accidents.



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15%	Compiles, analyzes, and interprets statistical data related to exposure factors concerning accidents; and makes recommendations for improving areas that pose potential risk factors.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in occupational health/safety or a related field.	
Experience: One year of full-time experience as a safety professional.	



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**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
  
 Additional appropriate education may be substituted for the minimum experience requirements.

<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
Valid, Non-Probationary Colorado Driver's License	Upon Hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**  
 This classification has no responsibility for the direction or supervision of others.

**Supervision Received:**  
 Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**  
 This job title has no fiscal responsibility.

**Physical Demands:**  
 Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally



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Respiratory Hazards	Seasonally
Noise and Vibrations	Seasonally
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: January 2015