



**CENTRAL MARIN SANITATION AGENCY**

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**JOB DESCRIPTIONS**

**Health and Safety Program Management Series:  
Safety Specialist, Senior Safety Specialist, Safety Manager**

**SUMMARY**

Under the general direction of the Central Marin Sanitation Agency (CMSA) General Manager, each of these positions perform the full array of duties assigned to the Safety Program Management class, including developing, coordinating, and overseeing implementation of a comprehensive occupational safety, health, and injury management program at CMSA and the Novato Sanitary District.

**Safety Specialist**

The Safety Specialist is the entry-level position in the Health and Safety Program Management (H&S) Series that allows the incumbent to develop the knowledge, skills, and abilities necessary in this series. Under close direct supervision, incumbents perform the full array of tasks associated with the H&S series. The Specialist shall participate in the development of policies and programs, and coordinate the implementation of associated programs. Injury management responsibilities include assisting with investigations and ensuring effective return-to-work programs. This classification is distinguished from the next higher classification of Safety Manager by the level of supervision received, complexity of tasks expected to be performed, and program development responsibilities.

**Senior Safety Specialist**

The Senior Safety Specialist is a mid-level program management position responsible for performing the full scope of assigned duties with minor technical supervision. The incumbent is responsible for researching, developing, coordinating, and overseeing implementation of safety, health, and injury management programs. This position requires a high level of initiative and organizational skills, and ability to appropriately establish priorities. This classification is distinguished from the next higher classification of Safety Manager by the level of oversight received, complexity of tasks expected to be performed, and level of responsibility in program development and implementation.

**Safety Manager**

The Safety Manager is a senior-level program management position responsible for independently establishing priorities and performing the full scope of assigned duties with little technical supervision. This position may provide direction to others in the implementation of associated programs and manages all aspects of the injury management and worker's compensation programs.

**DUTIES AND RESPONSIBILITIES**

Duties may include, but are not limited to, the following:

1. Conducts assessments of the facilities and equipment to identify risks to the employees, the community and the Agency, and to ensure compliance with applicable occupational safety, health, and injury management regulatory requirements.
2. Ensures written site-specific policies, programs, procedures, and associated documentation that fulfill regulatory requirements and support effective and efficient management of occupational safety, health, and injury management risks.
3. Designs, develops, and maintains employee occupational safety, health, and injury management communication and training programs that ensure a thorough understanding of the hazards,

protective measures, and individual responsibilities. Makes presentations to staff and elected representatives as necessary.

4. Consults with and advises Agency managers and supervisors on occupational safety, health, and injury management issues. Meets regularly with the manager of each Agency to review the status of the Agency's programs.
5. Anticipates, schedules, and coordinates medical evaluations, audiometric testing, trainings, assessments, and compliance activities, ensuring certifications are current and associated records of such are maintained.
6. Advises and provides assistance in the overall management of hazardous materials.
7. Assists Agencies in maintaining pertinent, well-organized files in support of the occupational safety, health, and injury management programs.
8. Plans, coordinates, and manages outside expertise that may assist with the occupational safety, health, and injury management programs such as safety assessments, training, and program improvements/development.
9. Monitors legislative and regulatory changes at the local, state, and federal levels, as well as trends and innovations in the fields of occupational safety, health, injury management, and workers' compensation. Provides updates to Agency staff on pertinent issues and acts as liaison between the regulatory agencies and Agency management as necessary.
10. Participates in activities, both inside and outside the Agencies, developing professional networks, building alliances, and developing valuable collaborative resources.
11. Performs other assignments and special projects as needed.

#### **MANAGEMENT AND SUPERVISORY RESPONSIBILITIES**

Positions in the H&S Management Series have no direct supervisory responsibilities, however a position may have responsibility for the oversight and administration of occupational safety, health, injury management, and loss control related projects including any associated contractors and consultant service contracts.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

##### **Education and/or Experience**

###### **Safety Specialist**

Bachelor's degree (B.S. or B.A.) from an accredited college or university in occupational safety and health, industrial hygiene, safety management, safety engineering, or a related field; experience and knowledge in occupational safety and health may be substituted for the educational requirements.

Three (3) years of increasingly responsible experience as an industrial and/or field safety professional which included inspecting facilities and equipment, conducting safety investigations, developing and conducting safety training, and enforcing safety codes and regulations. Relevant graduate level education may be substituted for one (1) year of work experience.

###### **Senior Safety Specialist**

Bachelor's degree (B.S. or B.A.) from an accredited college or university in occupational safety and health, industrial hygiene, safety management, safety engineering, or a related field.

Six (6) years of increasingly responsible experience as an industrial and/or field safety professional

which included inspecting facilities and equipment, conducting safety investigations, developing and conducting safety training, and enforcing safety codes and regulations, including two (2) years of program management experience and two (2) years' experience in injury management and early return-to-work programs. Must have proven ability to manage safety programs and provide organizational leadership. Relevant graduate level education may substitute for up to two (2) years of work experience.

Passing probation is contingent upon receiving the Associate Safety Professional (ASP), or equivalent certification.

### **Safety Manager**

Bachelor's degree (B.S. or B.A.) from an accredited college or university in occupational safety and health, industrial hygiene, safety management, safety engineering, or a related field. A Master's Degree is desirable.

Eight (8) years of increasingly responsible experience as an industrial and/or field safety professional which included inspecting facilities and equipment, conducting safety investigations, developing and conducting safety training, and enforcing safety codes and regulations, including four (4) years' experience in program management and management of injury management/early return-to-work programs. Must have proven ability to effectively manage safety programs and provide organizational leadership.

Passing probation is contingent upon receiving the Certified Safety Professional (CSP) or equivalent certification.

### **Knowledge**

Thorough knowledge of the principles and practices of occupational safety, health, and injury management program development and management, including accident prevention and investigation techniques, adult learning principles and instructional methods.

Working knowledge of applicable local, state and federal laws, codes and regulations and industry standards.

Proficiency in computer systems and MS Office applications associated with performance of assigned work as well as basic problem-solving skills associated with software applications.

### **Interpersonal & Other Skills**

Ability to establish and maintain cooperative professional relationships with all levels of staff, regulators, and members of the general public; to accept constructive criticism from supervisors and peers, to recognize the need for, and to seek, assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to establish and maintain effective working relationships; to arrive at work as scheduled and to work the hours as agreed upon.

Ability to maintain a high level of integrity and confidentiality when dealing with sensitive and complex issues.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and applicable laws, codes and regulations. Ability to write reports, business correspondence, training materials, policies and procedures. Ability to effectively present information and respond to questions from all levels of staff, regulators, and members of the general public.

**Mathematical Skills**

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions and use spreadsheet and database applications to construct, interpret and present statistical data.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to effectively plan, organize, and execute work, and to manage multiple and concurrent projects.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet the Agency's insurer's driving standards. Failure to maintain these standards may result in loss of employment.

Additional certifications such as Associate in Risk Management (ARM), and certifications in the Incident Command System (ICS), and HAZWOPER are desirable.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands and arms, handle, feel, and talk or hear in person or on the telephone or radio. An employee is required to sit for periods of time and frequently required to walk, kneel, crouch and climb ladders. The employee must be able to lift and/or move up 20 pounds, to shoulder height. Specific vision required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate and typical of a business office with computers and printers operating. There will be occasional exposure to industrial equipment and construction related noise levels while performing inspections and facility/equipment assessments.

**SPECIAL REQUIREMENTS**

None

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

<b>Job Title:</b>	<b>Safety Manager</b>
Department:	Administration
Report to:	General Manager
FLSA Status:	Exempt
Revised Date:	October 2024