

Los Angeles County Metropolitan Transportation Authority

Job Classification Specification

SAFETY SPECIALIST

Pay Grade H1K

(\$ 59,725.95 - \$ 74,652.03 - \$ 89,578.11)

Basic Function

To perform journey-level development, implementation, monitoring, evaluation, and investigation or audit work in the areas of operations, construction, and industrial safety to ensure bus and rail safety operations and working conditions, compliance with applicable federal, state, and local safety regulations, and reduction or elimination of occupational accidents, injuries, hazards, and/or financial losses to Metro.

Classification Characteristics

This class is distinguished from the Senior Safety Specialist in that, the latter performs a wide range of duties in the review, administration, and implementation of Metro's safety programs and may act as team leader of lower level staff. Whereas, the System Safety Specialist classification is responsible for the performance of assigned single safety program and facility.

Supervised by: Construction Safety Manager

Supervises:

FLSA: Exempt

Work Environment

In order to achieve Metro's goals in support of its mission, potential candidates are required to commit and continuously practice and demonstrate the following work values:

- **Safety** – To ensure that our employees, passengers and the general public's safety is always our first consideration.
- **Service Excellence** – To provide safe, clean, reliable, on-time, courteous service for our clients and customers.
- **Workforce Development** – To make Metro a learning organization that attracts, develops, motivates and retains a world-class workforce.
- **Fiscal Responsibility** – To manage every taxpayer and customer-generated dollar as if it were coming from our own pocket.
- **Innovation and Technology** – To actively participate in identifying best practices for continuous improvement.
- **Sustainability** – To reduce, reuse and recycle all internal resources and reduce green-house gas emissions
- **Integrity** – To rely on the professional ethics and honesty of every Metro employee.
- **Teamwork** – To actively blend our individual talents to achieve world-class performance and service.

Examples of Duties

- Conducts safety audits on Metro's facilities, operating divisions, construction sites, work practices and equipment, and safety devices to ensure regulatory safety compliance and reduce accidents, injuries, and losses
- Investigates and reviews reports of injuries, property damage, industrial accidents, unsafe work conditions and practices, and claims involving Metro; determines the cause and provides solutions
- Makes recommendations to departmental management on findings, purchases, and changes to facility, equipment, methods or procedures to correct unsafe conditions including ordering the termination of any unsafe operations
- Evaluates various contracts, requests for proposals (RFP), engineering drawings, plans for future transit lines for regulatory compliance, potential safety issues, and liability exposure
- Prepares scope of work statements for RFPs, proposals for transit research projects, and safety information for dissemination to employees and public
- Represents Metro in external and internal safety meetings and committees to provide comprehensive technical advice and assistance ensuring accuracy of accident/injury report and current or new applicable laws and regulations
- Prepares and presents reports to supervisor including observations, analysis of contaminants, and recommendations for control and corrections of hazards
- Determines training needs; recommends, develops, and conducts training to diverse group of Metro and Contractors' employees on various safety awareness, prevention, and investigation programs
- Reviews for accuracy the operating divisions' CAL OSHA 200 logs and prepares or leads the preparation of required federal and state regulatory reports
- Acts as liaison with Metro departments, labor and insurance representatives, contractors/consultants, various outside agencies including safety technical professionals to provide technical assistance and to ensure accurate accident/injury report and current applicable rules and regulations
- Conducts job site safety and hazard analysis including performing tests on noise, ventilation, illumination, and gas release to determine compliance and sources of hazardous substances
- Reviews and analyzes data relating to accidents, injuries, and illnesses; identifies trends and prepares recommendation based on findings for management evaluation and decision making
- Participates in the formulation of departmental safety plans, policies and procedures and ensures their implementation based on proper application of required safety regulations
- Maintains, supports, and promotes a safe work environment while complying with all of Metro's safety rules, policies, and procedures

Essential Knowledge and Abilities

Knowledge of:

- Theories, principles, and practices of industrial, operations, and construction safety, system safety, risk management, and engineering
- Applicable local, state, and federal safety laws and regulations governing facilities, bus and rail operations as well as construction projects, including those promulgated by CPUC, FTA,

CAL/FED OSHA, CA/FED EPA, AQMD, local Fire Department

- Fire, accident, and noise control prevention techniques, equipment, and practices
- Public and employee safety training and education

Ability to:

- Perform investigation and reconstruction of safety-related incidents
- Develop and implement safety program plans and procedures
- Perform professional safety work related to construction and operations projects
- Communicate effectively orally and in writing
- Prepare reports and correspondence
- Analyze situations, identify problems, and recommend solutions
- Analyze, interpret, and apply laws, rules regulations, policies, procedures, and contracts
- Exercise judgment and creativity in making conclusions
- Compile and analyze complex data
- Manage safety projects from conception to culmination
- Interact professionally with various levels of Metro employees and outside representatives

Minimum Qualifications

Potential candidates interested in the SAFETY SPECIALIST position MUST meet the following requirements:

- Bachelor's degree - Occupational Health and Safety, Safety Engineering, or other related field
- 3 years' experience in heavy construction, system safety, industrial safety, or loss prevention
- Construction Health and Safety Technician (CHST) or Occupational Health and Safety Technician (OHST) – desirable
- Valid California Class C driver license

Special Conditions

- Frequent exposure to weather, mechanical, electrical, and physical hazards
- On call twenty-four (24) hours a day, seven (7) days a week for emergency response

Disclaimer

This job specification is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor.

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