

CITY OF BURBANK

ENVIRONMENTAL, HEALTH, AND SAFETY OFFICER

DEFINITION

Under general direction, to plan, organize, coordinate, and implement a comprehensive environmental, health, and safety management program; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages, plans, organizes, and evaluates interdepartmental and departmental environmental, health, and safety training programs, including supervisory, management, and special skills training to remain in compliance with state and federal regulations; develops and implements the City's Injury and Illness Prevention Program (IIPP) including dissemination of environmental, health, and safety materials; works with local, regional, state, and federal regulatory agencies including but not limited to, Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), and Department of Toxic Substances Control (DTSC) to ensure the City's compliance with environmental, health, and safety laws and regulations; oversees and administers the Environmental Protection Agency's Hazardous Waste and CAL/OSHA's Hazard Communication programs; prepares and submits required records and reports related to injuries and/or accidents; investigates employee accidents and chemical spills; recommends measures to mitigate and abate workplace hazards; consults with departmental administrative personnel in order to determine the nature and effectiveness of current environmental, health, and safety programs; coordinates environmental, health, and safety elements to accomplish City departmental and divisional goals; recommends policies and procedures in the areas of industrial injuries, accident prevention, and medical screening; conducts safety training meetings; consults and advises departmental safety committees and supervisors to improve the effectiveness of safety procedures and practices; chairs the City's departmental Safety Coordinators' Committee; ensures that contractors comply with the City's environmental, health, and safety requirements, rules, practices, and procedures; responds to emergencies involving City employees and/or property; acts as a Safety Officer in the Emergency Operation Center; handles highly confidential and sensitive information regarding personnel and administrative matters; develops, implements, and manages sectional budget; reviews legislation which affects safety and medical standards, and makes appropriate recommendations; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles and methods of environmental, health, and safety administration, engineering, techniques, problems, and trainings; work hazards, their elimination, safety education and injury, illness, and accident prevention; CAL/OSHA and Federal OSHA safety orders; the CAL/OSHA's Hazard Communication program; the Environmental Protection Agency's Hazard Waste program; hazardous materials and spills management; National Incident Management System (NIMS); proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this position (this is not a language restriction as defined in California Government Code Section 12951); principles and practices of sound personnel management and supervision.
- Ability to - plan, organize, direct, coordinate, and evaluate complex and varied environmental, health, and safety programs; understand, interpret, and apply administrative policies, rules, and regulations; develop and implement effective policies and procedures; analyze occupational hazards and formulate positive accident, injury, and illness prevention programs; prepare, administer, and monitor budgets; work independently; appropriately exercise independent judgment and initiative in the performance of assigned duties; communicate effectively, both orally and in writing; prepare clear and concise reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in physical science, biological science, environmental science/engineering, occupational safety, industrial hygiene, public administration, or a closely related field, and five years of progressively responsible full-time paid experience in environmental, health, and safety inspection and program administration, two years of which shall have been in a supervisory capacity. NOTE: Additional qualifying experience at the supervisory level may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.