

Staff Report

for the Regular Meeting of the Board of Directors, June 27, 2018

TO: Board of Directors
FROM: Jana Kolakowski, Human Resources Manager
DATE: June 19, 2018
SUBJECT: New Job Description – Safety Technician I/II

HUMAN RESOURCES

RECOMMENDATION:

Approve the new Safety Technician I/II job description, as recommended by the Administrative Practices Committee on June 5, 2018.

BACKGROUND:

Staff has developed and reviewed a new job description for a Safety Technician I/II for the Safety Department.

This position is necessary to establish technical support staff level for the evolving Safety Department. Staff has reviewed and surveyed comparable positions and salaries for this position.

Staff has met and conferred with AFSCME regarding this job description. This classification has been designated by the General Manager in the Office Unit.

BUDGETARY IMPACT:

None.

Attachments (2):

Safety Technician I/II Job Description
Safety Technician I/II Salary Survey

NEVADA IRRIGATION DISTRICT

Safety Technician I/II

NEVADA IRRIGATION DISTRICT

SAFETY TECHNICIAN I/II

Range A59/A78 – BOD **XX-XX-18**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide ongoing technical support for the Safety division through the management of employee safety training and certifications; maintenance and updates to the District’s safety training online platform; assist in providing updates to the District’s safety policies and procedures documents, including the Injury and Illness Prevention Plan (IIPP), Emergency Evacuation Threat Plan (EETP), etc.; assist in equipment inspections and non-technical training as necessary.

DISTINGUISHING CHARACTERISTICS

Safety Technician I: This is the entry level class in the Safety Technician series. Positions in this class typically have little or no directly-related work experience. The Safety Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Safety Technician II: This is the journey level class in the Safety Technician series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this unit are flexibly staffed and are normally filled by advancement from the II level.

SUPERVISION RECEIVED AND EXERCISED

Safety Technician I

Receives immediate supervision from the Safety/Risk Administrator or assigned supervisor

Safety Technician II

Receives general supervision from the Safety/Risk Administrator or assigned supervisor

NEVADA IRRIGATION DISTRICT

Safety Technician I/II

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assist in the development, implementation and maintenance of the District's IIPP and coordinate drills and other employee, supervisor and manager training as required.
2. Maintain safety training and inspection records in compliance with District, local, State and Federal policies, rules and regulations.
3. In conjunction with District supervisors, managers and staff, complete site specific safety plans that establish safety protocols for employee and subcontractor projects.
4. Assist with coordination and presentation of non-technical training.
5. Ensure that safety records are being maintained from a regulatory perspective and as necessary to prepare clear and concise safety reports for the District.
6. Build and maintain positive working relationships with all District employees and the public using principles of good customer service and communication.
7. Facilitate the on-going District wide safety planning process and employee training with training partners and programs such as the safety training online platform.
8. Perform related duties as assigned.

QUALIFICATIONS

Safety Technician I

Knowledge of:

Basic safety precautions, procedures, practices and regulations.
Technical report, policy and correspondence writing.
Principles and practices of effective customer service.
Effective team building techniques.
Modern office equipment including use of applicable computer applications.

Ability to:

Coordinate professional and technical health and environmental safety inspections, training and consulting for District staff and management.

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Safety Technician I/II

Assist in the enforcement of pertinent policies, procedures, rules and regulations related to health and safety.

Learn to understand and support the administration of effective health and safety programs.

Assist in the compilation of technical safety data, technical reports, correspondence, policies and procedures.

Ensure the maintenance of accurate safety records in compliance with District policies and procedures and local, State and Federal regulations.

Understand situations threatening health and safety and report to the appropriate District supervisor or manager.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Not interfere with other employees' uses of safeguard.

Not remove, displace, damage, destroy, or tamper with safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel, and recommend appropriate solutions.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible administrative, clerical or customer service experience.

Education:

Equivalent to completion of the twelfth grade.

License and Certificate

Possession of a valid California driver's license.

NEVADA IRRIGATION DISTRICT

Safety Technician I/II

Safety Technician II

In addition to the qualifications for the Safety Technician I:

Knowledge of:

Federal, State and local laws, rules, regulations, and standards applicable to employee health and safety, environmental programs, and emergency preparedness.

Methods and practices for conducting workplace environmental health and safety audits and investigations.

Methods for developing and presenting employee training.

Injury/risk analysis approaches.

Techniques associated with collaborative decision making.

Ability to:

Conduct Accident/Injury Assessments when necessary.

Understand and support the administration of effective health and safety programs.

Understand, explain, interpret and apply complex Federal, State and District requirements regulating work place health and safety and the use, storage and disposal of chemicals and hazardous substances.

Analyze problems, identify alternative solutions, communicate consequences of proposed actions, and collaboratively implement recommendations to support District safety goals.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Safety Technician I with Nevada Irrigation District or the equivalency of 4 years of responsible administrative, training, safety and/or risk management experience.

Education:

Equivalent to completion of the twelfth grade supplemented by safety training.

NEVADA IRRIGATION DISTRICT

Safety Technician I/II

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time, frequent site visits to outdoor construction sites; maneuvering rough terrain under moderate weather conditions, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.

| Organization | Position | Low | High | Salary Schedule Date |
|-------------------------------|----------|-----|------|----------------------|
| Water/Utility Agencies | | | | |
| | | | | |
| <i>No Comparables</i> | | | | |
| | | | | |

Average

| Cities/Counties | | | | |
|------------------------|-------------------------------------|-----------|-----------|--------|
| City of Roseville | Environmental Compliance Specialist | \$ 48,006 | \$ 67,558 | Jan-18 |
| Yuba County | Training Specialist I | \$ 38,251 | \$ 49,754 | Mar-18 |

Average \$ 43,128.80 \$ 58,656.00

| U.S. Labor Statistics | | | | |
|---|-------------------------------------|--------------|--------------|--------|
| Bureau of Labor Statistics - Sac Metro Area | Training and Development Specialist | \$ 49,462.40 | \$ 62,212.80 | May-17 |
| Bureau of Labor Statistics - Chico | Training and Development Specialist | \$ 36,046.40 | \$ 56,784.00 | May-17 |

Average \$ 42,754.40 \$ 59,498.40

Nevada Irrigation District - Current/Comparables

| | | | | |
|-----|---------------------------------------|-----------|-----------|-------|
| NID | Office Assistant II | \$ 39,291 | \$ 47,798 | WOA30 |
| NID | Management Assistant | \$ 49,920 | \$ 60,694 | WOA78 |
| NID | IT Technician | \$ 66,684 | \$ 81,057 | WOB37 |
| NID | Hydroelectric Compliance Technician I | \$ 56,284 | \$ 68,390 | WOB03 |
| NID | Human Resource Representative I | \$ 59,196 | \$ 71,926 | WOB13 |
| NID | Finance Assistant I | \$ 41,537 | \$ 50,481 | WOA41 |
| NID | Finance Assistant II | \$ 45,884 | \$ 55,744 | WOA61 |
| NID | Safety Analyst | \$ 69,388 | \$ 84,364 | WOB45 |

Nevada Irrigation District - Proposed

| | | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-----|----------------------|-------|-----------|-----------|-----------|-----------|-----------|
| NID | Safety Technician I | WOA59 | \$ 45,448 | \$ 47,715 | \$ 50,065 | \$ 52,582 | \$ 55,265 |
| NID | Safety Technician II | WOA78 | \$ 49,920 | \$ 52,416 | \$ 55,057 | \$ 57,782 | \$ 60,694 |