

CITY OF CHATTANOOGA

Classification Specification Title: Industrial Occupational Safety Specialist (Wastewater)

Department: Wastewater

Pay Grade: WWFG.07N

Supervision Received From: Industrial Occ Safety Supervisor FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 11/3/21

Revision Dates: 3/28/25;

12/11/23; 10/20/23; 10/3/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for collecting and analyzing data on many types of work environments and work procedures, to include inspecting and investigating potential health hazards in the work environment, conducting tests, and measuring hazards to help prevent harm to workers, property, the environment, and the general public. Work is performed with limited supervision, and requires the use of independent judgment and discretion.

SERIES LEVEL: The Industrial Occupational Safety Specialist is the first level of a two-level industrial safety series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

May conduct safety inspections in a variety of settings, to include confined spaces and areas of exposure to hazardous materials. Inspect, test, and evaluate workplace environments, equipment, and practices to ensure that they follow safety standards and government regulations.

Prepare written reports on their findings.

Will design and implement workplace processes and procedures that help protect workers from hazardous work conditions

May educate employers and workers about workplace safety by preparing and providing training programs.

May demonstrate the correct use of safety equipment.

May oversee projects in the assigned area of responsibility.

May communicate and collaborate with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

May make recommendations for changes to the City Code and/or department policy.

May monitor and assist with the adherence to established safety procedures, which includes: conducting site inspections; monitoring work environments; monitoring the use of safety equipment; and/or, performing other related activities.

May respond to accidents and injuries of a serious nature and perform related investigations.

May perform root cause analyses.

May monitor and assist with the adherence to applicable laws, rules, regulations, standards, policies, and procedures.

May respond to complaints and questions related to departmental operations; conducts related research and initiates problem resolutions.

May perform a variety of administrative tasks in support of departmental operations, which may include: reviewing project progress reports; reviewing productivity levels; answering phones; preparing routine correspondence; and/or, performing other related activities.

May compile and monitor operational, administrative, and statistical data related to department operations and activities; prepares related reports, procedures, and documentation; and, makes recommendations based on findings.

May Represent Human Resource or Safety, Compliance, & Risk Management at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

May use, carry, and answer their cell phone for business purposes as determined by the assigned job duties and the department head. On-call 24/7 for safety-related issues including accidents and vehicle incidents.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Associate's Degree in technical field (Occupational Safety and Health, Environmental, Engineering) and three (3) years of technical field experience in occupational safety, OR at least five (5) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of safety and health program principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules regulations, policies, and procedures; applicable safety requirements; workers' compensation principles; principles and practices in assigned areas of responsibility; and, customer service principles.

Skill in monitoring and evaluating subordinate staff; prioritizing and assigning work; interpreting and applying applicable laws, ordinances, codes, rules regulations, policies, and procedures; planning and coordinating emergency preparedness plans; evaluating, auditing, deducing, and assessing data utilizing established criteria; anticipating problems and developing alternative strategies; interpreting a variety of technical information with abstract or concrete variables; performing mathematical calculations; drawing accurate conclusions from financial and numerical material; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, extreme temperatures, low lighting, workspace restrictions, and intense noises.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.