



Midpeninsula Regional Open Space District

TRAINING AND SAFETY SPECIALIST

DEFINITION

Under general supervision, plans, develops, coordinates, and administers training and staff development programs for all District staff; develops and implements methods to evaluate training needs and track requirements; assists staff with individual training plans and makes recommendations for training courses and programs; develops, monitors, and administers the District's occupational health and safety program in compliance with Federal, State, and local regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Human Resources Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a single-position specialist classification that plans, develops, and implements District training and staff development programs and occupational health and safety programs. Responsibilities include working with staff to identify training needs and opportunities, as well as, safety hazards; developing and scheduling training activities and classes; ensuring compliance with all applicable Federal, State, and local laws and regulations and department policies and procedures; and maintaining records related to assigned programs. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This class is distinguished from other administrative support classes in that it performs complex professional duties that require advanced knowledge and specialization in training and occupational health and safety program development, coordination, and administration.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, develops, coordinates, and administers comprehensive training and staff development programs for all District staff designed to improve individual and organizational productivity and to provide training to meet certification, licensing, and educational requirements.
- Assists staff with individual training plans and makes recommendations for training; ensures District compliance with Federal and State regulations, including Peace Officer Standards and Training; assists in identifying and resolving problems related to training issues.
- Develops, coordinates, schedules, and evaluates in-house and off-site training classes; develops training presentations and materials as needed; maintains detailed calendar of District training events, activities, and hosting events.
- Provides standardized training such as First Aid, Blood Borne Pathogens, and Cardiopulmonary Resuscitation (CPR) classes.
- Coordinates payments to vendors for approved training costs; prepares expense reports and invoices; submits training reimbursement requests; prepares source of revenue forms, expense reports, and payment authorizations.

- Tracks employee training hours and expenses; updates and maintains specialized database systems; develops and generates reports on staff attendance at trainings and conferences; prepares reports for inspection or audits.
- Develops, coordinates, and implements occupational safety and health programs designed to reduce risk and ensure workplace safety; attends monthly Safety Committee meetings.
- Reviews, develops, and updates safety related policies and procedures as required by law or as necessary; maintains District safety-related manuals and documentation, including preparing and distributing appropriate communications.
- Establishes and implements safety training objectives; plans, develops, schedules, conducts, or arranges for regulatory and other safety/health related training; prepares and maintains required reports.
- Acts as Facility Safety Officer; inspects and monitors District facilities for compliance with Federal, State, and local safety and health regulations, as well as industry standards; checks and ensures supply of safety equipment and materials, such as automated external defibrillator (AED) and first aid and disaster supplies.
- Develops and maintains the District's Injury and Illness Prevention Program, heat illness prevention plan, emergency action plan, disaster plan, and other plans and programs.
- Conducts thorough audits and investigations and analysis of hazards, accidents, injuries, and incidents including Occupational Health & Safety Administration (OSHA) reviews; recommends changes to preclude injuries.
- Coordinates ergonomic training program; evaluates and analyzes workstations and modifications; purchases equipment and maintains inventory of equipment.
- Represents the District and assists regulatory agencies during and after audits of District operations; coordinates corrective actions and follow-up.
- Plans, participates in, conducts, and evaluates special projects and studies requiring coordination of activities across departmental and functional lines.
- Prepares and maintains accurate and complete records of the work performed; prepares clear and concise reports to monitor the success of assigned programs; creates related written materials, including monthly training newsletter.
- Prepares, administers, and is responsible for the budget for the assigned function; forecasts additional funds needed for equipment, materials, and supplies; administers the approved budget.
- Organizes and maintains various administrative, confidential, reference, and follow-up files.
- Provides general information regarding policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and coordinating work with other District departments and outside agencies.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval; ensures compliance with applicable Federal, State, and local laws, rules, regulations, and ordinances.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive employee training and development program, including training requirements for Peace Officers in accordance with the Commission on Peace Officer Standards and Training.
- Principles and practices of budget development, administration, and accountability.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

- Policies, regulations, specifications, and requirements governing health, safety, and accident prevention of District field and office environments, including accident analysis and prevention methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to training and health and safety programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including California OSHA requirements.
- Effective communication and instructional methods and techniques in public presentations.
- Business letter writing and report preparation techniques.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Coordinate, direct, and implement comprehensive training and employee development programs suited to meet the needs of the District, including First Aid, Blood Borne Pathogens, CPR, and other training programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient training programs.
- Learn the certification and licensure requirements for District staff.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Effectively make presentations to various groups.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Make sound, independent decisions within established policy and procedural guidelines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year accredited college or university with major coursework in training/development, occupational health and safety, public education, or a related field and three (3) years of progressively responsible experience in training/development, health and safety, or closely related experience.

Licenses and Certifications:

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, a valid CPR, First Aid, and AED Instructor certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various field and operation sites, including traversing uneven terrain; vision to read printed materials, a computer screen, and to make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2011
REVISED: N/A
FLSA: Exempt