CLASS TITLE:  Safety Specialist

CHARACTERISTICS OF THE CLASS: Under supervision, inspects safety and accident prevention practices in the work place; and performs related duties as required.

ESSENTIAL DUTIES: Inspects work areas and construction sites to ensure working conditions are in compliance with Occupational Safety and Health Administration (OSHA) standards and municipal and state safety regulations and policies; makes recommendations to correct observed and reported safety violations and to implement safe work practices including the use of protective gear such as helmets, steel tipped shoes, safety glasses and gloves; checks safety devices such as fire extinguishers, alarms, first aid and emergency equipment for proper working condition; ensures that safety precautions such as sufficient lighting, warning signs and barricades are posted near construction or hazardous sites; ensures proper procedures are followed and rescue equipment is accessible to crews working in confined spaces and during excavations; prepares and issues warnings and letters of notification to employees in violation of safety policies and procedures; investigates accidents to determine their cause and to develop methods and procedures to prevent future occurrences; evaluates automotive and personal injury accident reports for evidence of cause and prepares reports on findings; conducts employee training sessions on safety policies and practices and arranges for product manufacturers to train employees on the proper use of safety equipment and gear.

RELATED DUTIES: Maintains complete and accurate records of personal injury and property accidents; drives to field sites to observe practices; reviews safety policies and practices and assists in updating departmental manuals and policies.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of experience in accident prevention and safety inspection work, or an equivalent combination of training and experience. A valid State of Illinois driver’s licence is required. An automobile is required for some positions at the time of hire.
CLASS TITLE: Safety Specialist (Cont’d.)

Knowledge, Abilities and Skill. Good knowledge OSHA regulations. Good knowledge of safety and accident prevention practices. Good knowledge of the use and application of safety equipment and protective gear in specific working environments.

Ability to evaluate work sites and identify unsafe working conditions and practices. Ability to prepare reports. Ability to interpret safety regulations. Ability to access multi-story and underground work sites.

Good skill in conducting safety inspections. Good skill in enforcing safety practices. Good oral and written communication skills.

Physical Requirements. Ability to lift and carry equipment weighing up to 50 pounds frequently and up to 75 pounds occasionally.

Working Conditions. Indoors: General office environment and exposure to fumes, dust and noise. Outdoors: Exposure to inclement weather, extreme temperatures, and noisy, cramped, dirty and unpleasant environments.


NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

February, 2005
City of Chicago
Department of Personnel