



**Code: 6122**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Engineering, Designing and Structural

Series: Sub-Professional Engineering

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## **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**

- Assists in developing and implementing departmental safety regulations, policies and procedures
- Inspects work areas and/or 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 (e.g., helmets, steel tipped shoes, safety glasses, gloves)
- Checks safety devices (e.g., fire extinguishers, alarms, first aid, emergency equipment) for proper working condition
- Ensures that safety precautions (e.g., sufficient lighting, warning signs, 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/or letters of notification to address violations 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
- 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
- Attends and/or chairs safety meetings and committees

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Two years of experience in accident prevention and safety inspection work; or an equivalent combination of education, training, and experience

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

**PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to work various hours/shifts

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Moderate knowledge of:

- \*safety and accident prevention methods, practices, and procedures
- \*safety procedures used in handling highly toxic materials and related equipment
- \*safety codes regulating the operation of heavy equipment and other activities at construction sites, including OSHA standards
- use of safety equipment and protective gear
- applicable emergency operations
- computer operation and office software

Some knowledge of:

- geographical locations within the City and applicable facilities
- applicable training practices and procedures
- excavation and backfilling methods, practices, and procedures
- applicable federal, state, and local laws, statutes, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

\*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something
- \*PERSUASION - Persuade others to change their minds or behavior
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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