

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Safety and Health Specialist II  
**SERIES:** Risk Management

**GRADE:** H **CODE:** 2721  
**DATE:** 1/13/88

### Class Definition

Under direction, performs Commission-wide safety and health work involving considerable responsibility, complexity, and variety. Works in the Department of Administration. Participates in the development and administration of programs to provide a safe and healthy work environment and to comply with occupational safety and health laws. Conducts complex inspections of Commission units. Provides training on complex safety and health issues. Performs other related duties as assigned.

### Examples of Important Duties

1. Plans, assigns and checks work of Safety and Health staff. Gives training and technical assistance on assignments. Reviews reports.
2. Provides input to the development of goals and objectives for occupational safety and health programs to protect employees and public (e.g., park visitors). Develops Commission-wide policies, procedures, and standards. Reviews and approves departmental safety and health programs. Advises Safety Committee on complex safety and health matters.
3. Conducts and schedules specialized inspections of Commission facilities, equipment, work sites, and work practices (e.g., use of toxic chemicals) to identify unsafe or hazardous conditions that could harm employees or general public (e.g., park visitors). Coordinates medical exams for employees in high risk jobs. Checks compliance with safety and health regulations and guidelines (e.g., MOSHA, EPA, NFPA). Develops constructive recommendations to eliminate safety and health hazards and correct other deficiencies. Presents findings and recommendations to managers. Writes reports. Conducts follow-up inspections to ensure corrective action.
4. Develops course objectives and content. Conducts special classes in occupational safety and health for Commission employees in high-risk jobs (e.g., construction workers, maintenance crews, pesticide applicators, custodians). Develops specialized training programs to comply with Federal, State, local laws.
5. Writes articles, brochures, manuals, training bulletins, guidelines, and other materials on complex issues in occupational safety and health.

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**Examples of Important Duties** (Continued)

6. Reviews technical literature, meets with vendors, conducts surveys and exchanges information with other government agencies to study occupational safety and health issues and identify new policies, procedures, equipment, and supplies which might be useful to Commission.
7. Investigates complaints from public about unsafe operation of Commission vehicles. Investigates job-related accidents, injuries, diseases, and property damage. Identifies causes. Recommends corrective action to prevent similar problems in future. Presents findings and recommendations to managers. Writes reports.
8. Maintains records of safety and health inspections, accidents, injuries, medical data, inventory of dangerous chemicals used by Commission, and other related data. Analyzes data and writes reports.

**Important Worker Characteristics**

- A. Considerable knowledge of (1) BOCA and ANSI codes; (2) building construction; (3) Commission activities; (4) Commission organization;\* (5) Commission policies and procedures;\* (6) environmental science; (7) first aid; (8) hazardous chemicals; (9) occupational safety and health; (10) statistical analysis; (11) industrial hygiene testing and evaluation; (12) NFPA, EPA, OSHA, (CFR 1910, 1926); (13) supervision.
- B. Skill in operation of (1) auto; (2) camera; (3) health monitoring equipment; (4) microcomputer; (5) user-friendly software.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly; (7) make oral presentations to large groups; (8) organize work efficiently; (9) provide courteous service.

\* Developed primarily after employment.

**Minimum Qualifications**

1. Bachelor's degree or four years experience in occupational safety

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Minimum Qualifications (Continued)

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and health, industrial hygiene, fire science, or related subjects,  
and

2. Three years experience in one of these areas; or
3. An equivalent combination of education and experience.
4. Valid Maryland driver's license, or ability to acquire one.

Working Conditions

Works in office and field. Some driving. Exposed to toxic chemicals.  
Moderate stress in relation to work related hazards.