

## The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Safety Specialist I                      GRADE: 18                      DATE: 7/9/2018  
SERIES: Corporate Risk Management and Safety      CODE: 1506      EEO: Professional      FLSA: Non-Exempt

### Class Definition:

Under general supervision, as a member of the Corporate Risk Management and Safety Team, performs a range of duties in one or more areas; such as workplace safety, general liability, insurance or workers' compensation. Assists in the development and administration of programs, training and education that minimize the probability of injury to individuals and the Commission's assets. Assists with research and development of programs, policies and guidance, related to workplace safety or risk mitigation. Provides advice and assistance concerning areas being administered. Some work may be highly confidential or highly sensitive. Work (as individual contributor) results in completed assignments that affect the Commission's workplace safety, environmental health, liability, insurance and workers' compensation programs and services. Applies knowledge of one or more assigned work function(s) which include knowledge of federal and state regulations that govern safety, liability and/or Workers' Compensation programs. Performs various types of analyses and solves conventional problems; also, solves a range of non-standard problems. Interacts with people inside and outside the work unit to exchange both routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent plans the detailed work steps within these parameters, solves commonly encountered problems independently by selecting and applying the appropriate guides, and is to seek assistance with non-routine matters. Work is expected to be accurate and is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties (Estimated Percentages):

1. Core Functions (±70%) – assigned functions vary by position
  - Safety Program. Schedules and conducts routine inspections of Commission facilities, work sites, work practices and equipment to identify unsafe or hazardous conditions that could harm employees or facility users (such as park visitors). Assists with ensuring compliance with safety and health regulations, standards and other guidelines covering life safety, fire safety, indoor air quality, such health and environmental concerns as asbestos, lead and mold, such employee safety protocols as use of personal protective equipment, safe operational procedures, first response plans. Analyzes findings, drafts reports, communicates findings, including violations along with citations of applicable codes or guides, and develops timetables for required action by management. Drafts recommendations to eliminate and reduce to an acceptable level safety and health hazards and correct other deficiencies. Works with field personnel on implementation of recommendations. Conducts follow-up inspections to ensure deficiencies have been corrected.
  - Liability Program. Assists in administering the Commission's auto liability, property damage and general liability programs, and provides information, advice and guidance on the programs; assists in the contract review program to determine insurance coverage and limits to the Commission; assists in the review of vendor's contracts, agreements and MOUs for appropriate transfer of liability and insurance coverage; assists with conducting audits of Third Party Administrators (TPA) to ensure claims are handled properly and in a timely manner; assists in providing liability assessments on new

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planned constructions projects, parks and programs for potential exposure to the Commission, its employees and patrons; handles subrogation of claims to responsible parties to mitigate liability and losses to the Commission; assists with recommendations to management and third party administrators on cost containment and other needed actions.

- Workers' Compensation Program. Assists in the administration of the Commission's Workers' Compensation Program; advises employees of their rights and responsibilities, ensures that claims regulations are followed and that rights under various internal employment regulations are fully met. Assists with conducting audits of Third Party Administrators (TPA) to ensure claims are handled properly and in a timely manner. Assists with preparing quarterly analysis to communicate injury trends, costs and recommendations. Maintains databases, files and other records. Assists with analyzing data and drafting reports.

### 2. Other (±30%)

- Reviews accident/injury findings, reports and statistics. Analyzes data of various types and drafts reports. Makes recommendations to the Risk and Safety Manager.
- Investigates complaints, injuries, workplace health issues and liability incidents. Identifies concerns, causes and recommends corrective actions to prevent similar problems in future.
- Assists with the designs and administration of safety and health programs; such as, workplace safety, drug and alcohol-free workplace, driver's license monitoring, personal protection, blood borne pathogens.
- Provides input to the development of goals and objectives for occupational safety and health, liability and/or Workers' Compensation programs to protect employees and patrons.
- Participates on Commission and interagency committees on workplace safety and liability issues.
- Assists in the development of business operational analysis, business continuity, and disaster recovery and incident response plans related to specific risk management needs.
- Drafts articles, brochures, manuals, training bulletins, guidelines, and other materials on routine issues in occupational safety and environmental health, liability, workers' compensation and other risk management issues.
- Assists in the development of training materials and conducts training programs for Commission staff. Assists in the development of course objectives and content. Conducts classes in occupational safety, liability, workers' compensation and other risk management topics. Evaluates effectiveness of training sessions. Develops elements of specialized training programs to comply with Federal, Maryland, County and Commission requirements.

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- Builds knowledge of, and skills in, occupational safety and environmental health, liability, workers' compensation and other risk management areas and stays abreast of changes in guidelines and these fields in general.
- Communicates and interacts effectively with business contacts. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Communicates and interacts regularly with Commission managers and staff and, at times, outside parties to exchange straightforward information.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), data entry, word processing, manipulating data, researching (the Internet), reporting time and attendance, requisitioning and performing other functions.

### Important Worker Characteristics:

- A. (1) Knowledge of, and skill in applying, the principles, methods, techniques and practices of the specific field(s) of work of the specific position of assignment such as workplace safety and environmental health management, workers' compensation, and liability (auto, property damage, general liability).  
(2) Knowledge of key aspects of guidelines covering the specific field(s) of work of the specific assignment such as (a) Federal and Maryland \*Occupational Safety and Health (OSHA/MOSH) regulations, (b) US Environmental Protection Agency (EPA) regulations, (c) National Fire Protection Association (NFPA) standards, (d) American National Standards Institute (ANSI) standards, (e) National Institute for Occupational Safety and Health (NIOSH) information and recommendations, (f) Federal and Maryland regulations governing insurance claims, (g) Americans with Disabilities Act (ADA), (h) Maryland Workers' Compensation, (i) Commission programs of safety and environmental health, insurance or Workers' Compensation manuals, policies, procedures and practices, and other guides\*.  
(3) Knowledge of the principles, methods and techniques of adult learning sufficient to assist with developing training content and course materials, and skill in delivering training to adults.  
(4) Knowledge of workplace operations, hazards and environmental concerns across an array of occupations (including law enforcement and an array of skilled trade and labor jobs) to identify issues, violations and practical ways of alleviation and remediation.  
(5) Knowledge of Commission organization, policies, and procedures\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to identify subtle aspects of problems and make recommendations and decisions.
- C. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand.
- D. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

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E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

### Minimum Qualifications (MQs):

1. Bachelor's Degree in Safety, Industrial Hygiene, Environmental Health, Risk Management or any related field.
2. One (1) year of experience in one or more of the following areas: occupational safety and environmental health inspection and compliance, risk management, workers' compensation, and auto, property and general liability.
3. An equivalent combination of education and experience may be substituted, which together total 5 years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

### Working Conditions:

Works in indoor and outdoor settings. Work is a sedentary-active mix; it requires occasional exertion in the field and at various work or storage sites – incumbent moves, bends and stoops or otherwise positions self to observe and assess conditions. Is regularly exposed to hot, cold, wet conditions or unpleasant surroundings, construction site hazards or other workplace hazards including close proximity to hazardous materials storage areas, energized equipment and moving vehicles. Maintains situational awareness, adheres to established safety procedures, takes care and wears personal protective equipment to minimize potential hazards to self. May be subject to various job demands such as high volume of work and tight deadlines.