

## The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Safety Specialist II                      GRADE: 26                      DATE: 7/9/2018  
SERIES: Corporate Risk Management and Safety      CODE: 1507      EEO: Professional      FLSA: Exempt

### Class Definition:

Under direction, as a member of the Corporate Risk Management and Safety Team, administers the Commission's workplace safety and environmental health programs, and performs a full range of programmatic work as an individual contributor; ensures regulatory compliance and programmatic effectiveness, minimizes potential workplace-related injuries or illnesses, prevents damage to Commission property or vehicles, and promotes and advocates for employee safety and a healthful workplace. Schedules, conducts and reports results of workplace safety and environmental health inspections; identifies trends; recommends or develops new or improved safety and health programs, policies, and procedures; provides information, guidance, advice and assistance to management concerning safety and health requirements and best practices; identifies workplace safety and environmental health training needs and prepares and conducts training; and otherwise ensures programmatic compliance and effectiveness. Some work is highly confidential or highly sensitive. Work (as individual contributor and program coordinator) affects the Commission's compliance with requirements and the effectiveness of the workplace safety and environmental health programs. Applies comprehensive knowledge of workplace safety and environmental health, along with good working knowledge of related fields (such as risk management and Workers' Compensation), to ensure complete, integrated approaches to inspections, services, training; works across the continuum of workplace safety and environmental health matters. Independently performs various types of analyses and solves conventional, non-standard and challenging problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

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

1. Workplace Safety and Environmental Health Program Administration (±50%)
  - Administers the Commission's workplace safety and environmental health programs. Schedules and conducts routine and non-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). Ensures compliance with safety and health regulations, standards and other guidelines covering life safety, fire safety, indoor air quality, health and environmental concerns (such as asbestos, lead and mold), employee safety protocols (such as use of personal protective equipment), safe operational procedures (such as lock out-tag out and safe lifting procedures), and first response plans. Analyzes findings, writes reports, communicates findings, including violations along with citations of applicable codes/guides, and develops timetables for required action by

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management. If imminent danger exists, recommends closure or issues stop work order. Develops recommendations to eliminate and reduce, to an acceptable level, safety and health hazards. Works with field personnel on implementation of recommendations. Conducts follow-up inspections to ensure deficiencies have been corrected.

- Conducts surveys. Maintains databases, files and other records. Analyzes data of various types. Writes reports. Conducts internal program audits to ensure compliance. Makes presentations and recommendations to managers regarding compliance and best practices that could or should be implemented at the Commission.
  - Investigates accidents, injuries and property damages that are related to workplace/patron safety. Identifies causes. Recommends corrective action to prevent similar problems in future. Prepares safety and accident reports.
  - Recognizes, evaluates and recommends solutions within the parameters of industrial principles. Makes timely judgements and recommendations on safety-related matters (e.g., excavations, construction, vehicle operation, use of chemicals).
  - Develops, implements and administers safety programs such as drug and alcohol testing, personal protection equipment, environmental assessments, emergency preparedness and response, etc.
2. Safety and Health Program Development, Policies, Procedures and Related ( $\pm 15\%$ )
- Develops goals and objectives for occupational safety and health programs to protect employees and facility users (such as park visitors). Develops important elements of Commission-wide programs (such as respiratory testing, communicable disease response, bloodborne pathogen protocols, first responder programs, and emergency management protocols), policies, procedures, and standards. Provides information, advice and guidance to the Commission's Safety Committee on routine and non-routine (including complex) safety and health matters such as recent developments in generally-accepted standards and best practices that could or should be implemented at the Commission in addition to updates on proposed and new regulatory requirements.
  - Conducts operational analysis and develops emergency response plans.
3. Training and Education ( $\pm 25\%$ )
- Designs, develops and delivers Maryland Occupational Safety and Health (MOSH), Department of Transportation (DOT) and Occupational Safety and Health Administration (OSHA) training for supervisors and employees. Develops course objectives and content. Conducts or monitors classes. Evaluates effectiveness of classes and training programs. Develops specialized training to comply with Federal, Maryland, County and Commission requirements and to implement and advocate for best practices in workplace safety and environmental health.

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- Writes articles, brochures, manuals, training bulletins, guidelines, and other materials on routine, non-routine, straightforward and complex issues in the occupational safety, environmental health and risk management subject areas; addresses complex program administration issues such as interactions between required safety laws, personal protective equipment, the Americans with Disabilities Act (ADA) and Workers' Compensation.
- Provides training and technical assistance to field staff to train the trainer platforms within area(s) of expertise. May assist unit staff in development of training class outlines, enhancement of training delivery skills as programmatic trainers and related matters to improve the effectiveness of training they provide, and may assist managers in development and delivery (on-the-job) of process- and site-specific training, proactively or reactively.

#### 4. Other (±20%)

- Coordinates and monitors work of lower grade staff, as assigned.
- Stays abreast of changes in guidelines applying to occupational safety and environmental health as well as risk management in general.
- Communicates and interacts effectively with business contacts including managers and staff throughout the Commission and, at times, Maryland safety and environmental health regulatory staff. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information and understand concerns, wants and needs of stakeholders in relation to workplace safety and environmental health; seeks to obtain agreement, gain compliance or achieve other desired results.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning and scheduling (Outlook), 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) Comprehensive knowledge of, and skill in applying, the principles, methods, techniques and practices of workplace safety and environmental health in a wide range of programmatic work.
- (2) Comprehensive knowledge of Federal, State and County occupational safety and health standards, Workers' Compensation in Maryland and industry best practices.
- (3) Knowledge of key aspects of Federal and Maryland\* Occupational Safety and Health (OSHA/MOSH) regulations, US Environmental Protection Agency (EPA) regulations, National Fire Protection Association (NFPA) standards, American National Standards Institute (ANSI) standards, National Institute for Occupational Safety and Health (NIOSH) information and recommendations, Commission\* safety and environmental health programs, policies, procedures and practices, and other guides.

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- (4) Good working knowledge of directly related fields such as, but not limited to, risk management and Workers' Compensation.
- (5) Knowledge of the principles, methods and techniques of adult learning to develop training content and course materials, and skill in delivering training to adults.
- (6) Knowledge of a broad range of workplace safety and health subject areas to include substance and chemical composition and properties.
- (7) Knowledge of workplace operations, hazards and environmental concerns across a wide array of occupations (including law enforcement and an array of skilled trade and labor jobs) to identify safety and occupational health issues, violations and practical ways of alleviation and remediation.
- (6) 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 skill in identifying subtle aspects of problems and making 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, and in some situations, agree or comply or take other desired action(s). This includes skill in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance and skill in using verbal and non-verbal methods of communication to deliver training to adults.
- 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 or a leader of a team.
- 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 or any related field.
2. Four (4) years of progressively responsible experience in occupational safety and environmental health inspection and compliance.
3. An equivalent combination of education and experience may be substituted, which together total 8 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.

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### Working Conditions:

Works in indoor and outdoor settings. Work is a sedentary to 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.