

The Maryland-National Capital Park and Planning Commission

TITLE: Safety and Health Specialist I
SERIES: Risk Management

GRADE: G CODE: 2720
DATE: 1/13/88
REV: 2/5/90

Class Definition

Under general supervision, performs Commission-wide safety and health work involving considerable responsibility, complexity, and variety. Works in the Department of Administration. Inspects Commission units to identify and correct occupational safety and health hazards. Investigates accidents. Provides training in occupational safety and health. Assists in development of Commission's occupational safety and health program. Performs other related duties as assigned.

Examples of Important Duties

1. Performs routine inspections of Commission facilities, equipment, work sites, and work practices (e.g., equipment operation, storage of toxic chemicals to identify unsafe or hazardous conditions) that could harm employees or general public; e.g., park visitors. Checks compliance with safety and health regulations and guidelines (e.g., Maryland Occupational Safety and Health Administration, Environmental Protection Agency, National Fire Protection Association). 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 actions.
2. Under the auspices of the state of Maryland Department of Labor and Industries, issues citations and may close down any Commission work site where the health and safety of employees is threatened.
3. Conducts interviews, takes photos, and collects other data to investigate on-the-job accidents, injuries, and property damage. Identifies causes. Recommends corrective actions needed to prevent similar problems in future. Presents findings and recommendations to managers. Writes reports.
4. Assists in development of course objectives and content. Conducts routine courses in occupational safety and health for Commission employees (e.g., defensive driving, cardio-pulmonary resuscitation (CPR), first aid).
5. Drafts routine articles, brochures, guidelines, training bulletins, and other materials on occupational safety and health.
6. Assists in identifying objectives and developing programs in occupational safety and health to protect employees and public (e.g. park visitors). Recommends policies, procedures, and standards. Advises Safety Committee on routine safety and health matters.
7. Maintains records of safety and health inspections, accidents, injuries, and other related data.

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Important Worker Characteristics

- A. Knowledge of (1) bookkeeping; (2) building construction; (3) Commission organization;* (4) Commission policies and procedures;* (5) environmental science; (6) first aid; (7) occupational safety and health; (8) office practices.
- B. Skill in operation of (1) auto; (2) camera; (3) typewriter; (4) microcomputer.*
- C. Ability to (1) apply principles to solve practical problems; (2) perform simple arithmetic; (3) read technical reports and correspondence; (4) write routing 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 in this job class.

Minimum Qualifications

- 1. Associate's degree in occupational safety and health, industrial hygiene, fire science, or related subjects; and
- 2. Two years of experience in one of these areas, or four years experience in occupational
- 3. safety and health inspection; or
- 4. An equivalent combination of education and experience.
- 5. Valid Maryland driver's license or ability to acquire one.

Working Conditions

Works in officer and field. Some driving. Exposed to toxic chemicals.