

## ASSISTANT ENVIRONMENTAL SAFETY OFFICER

### DEFINITION

Assists the Office of Environmental Health and Safety (OEHS) staff with duties associated with safety and industrial hygiene, and environmental compliance programs.

### TYPICAL DUTIES

Assists with the preparation of updates to OEHS programs, policies, procedures, safety alerts, and other OEHS-related content; reviews and makes recommendations.

Assists with the preparation and delivery of environmental health and safety training materials.

Assists operating departments in determining whether equipment being used conforms to State safety requirements.

Assists with the preparation for construction meetings and construction audits to ensure compliance with applicable regulations.

May prepare or compile reports related to environmental health and safety inspections, chemical or equipment evaluations, or other related duties.

Participates in various meetings with District departments such as the Maintenance and Operations area meetings.

May assist in conducting surveys and compiling statistical data on environmental, health and safety-related issues such as accident prevention, environmental compliance, and hazardous materials.

May assist staff in conducting safety audits and in evaluating methods and procedures used in the work environment.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Environmental Safety Officer assists with basic implementation of the safety and industrial hygiene and/or environmental compliance programs.

An Environmental Health Supervisor supervises and directs the activities related to various environmental health and safety programs such as the Asbestos Compliance Program, and/or accident prevention.

An Environmental Safety Officer implements programs for accident prevention; conducts site safety and compliance audits; makes recommendations for compliance with regulations pertaining to occupational safety, environmental health, environmental compliance, and fire prevention; and works with District employees to implement accident prevention measures and compliance programs.

### SUPERVISION

Immediate supervision is received from an Environmental Health Supervisor. Work direction may be received from an Environmental Safety Officer. May provide work direction to the Environmental Health Specialist.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of safety engineering, hazardous materials and waste control  
General Industry Safety Orders and related governmental regulations  
Construction, operating, maintenance, and environmental hazards  
Accident prevention program concepts

### Ability to:

Work effectively with District personnel  
Communicate effectively and train employees in safety methods  
Recognize compliance issues, hazardous conditions and unsafe acts  
Prepare written reports

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university preferably with a major in environmental and occupational health, public health, industrial hygiene, occupational health and safety, urban planning, biochemistry, biology, chemistry, geology, physics, industrial engineering, environmental engineering, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that the requirement of a high school diploma or equivalent is met.

### Experience:

One year of experience performing environmental health and safety investigation, audits, and analysis. Experience in accident prevention or environmental compliance, including preparing recommendations for compliance with regulations pertaining to occupational health and safety, traffic safety, fire prevention, air and water compliance or solid and hazardous waste control is preferable.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

1. May require wearing a negative pressure respirator.
2. Use of respirator may be subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.
3. Employees in the class of Assistant Environmental Safety Officer are subject to call at any hour.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or to change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
09-16-21  
SH

Updated  
01-22-25  
Transportation  
Language Only