

Salary Schedule	MOU	Benefits
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SAFETY OFFICER - AMP

DEFINITION

Under direction, plans and performs work in connection with environmental and worker safety compliance, hazardous and toxic material management and control, hazardous waste management and disposal, Department of Transportation (DOT) safety inspections, compliance inspections, training and policy administration for Alameda Municipal Power (AMP). Performs other related duties as required.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to an other duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Monitors Federal, State and local laws and regulations related to toxic or hazardous materials and hazardous wastes; arranges proper disposal of hazardous wastes; maintains files of waste disposal and Safety Data Sheets (SDS) on toxic and hazardous materials used in the normal course of business; makes appropriate distribution of SDS information.
2. Assess employee and supervisor needs for safety training in areas of awareness and job safety.
3. Design, develop, coordinate, and deliver and/or assist in safety programs such as but not limited to AMP's Physical Security Plan, Share 911, AMP's Storm Water Pollution Prevention Plan (SWPPP), etc.
4. Advise staff on appropriate strategies/tactics for minimizing safety and health hazards and risks.
5. Write and develop Injury & Illness Prevention Programs plan (IIPP) Advise on Cal/OSHA serious injury reporting requirements, and serve as the AMP subject matter expert in matters concerning environmental, health, and safety.
6. Review legislation, perform audits, track reports, and recommend actions.
7. Assist and provide guidance in the planning and implementation of regulatory compliance programs, e.g., Code of Federal Regulations, NFPA 70E, ANSI Standards, SARA Title III, G.O. 95, 128, and 165, and Injury and Illness Prevention Plan (IIPP), California Environmental Reporting System (CERS), Department of Toxic Substance Control (DTSC), Pesticide and Herbicide reporting, Hazardous Materials Business Plan (HMBP), etc.
8. Maintain required records such as those required by state and federal worker protection laws.
9. Assist in compliance inspection and audits. Assist and support the process with regulatory agencies in permit applications, administrative orders, required reporting, and regulatory compliance issues.
10. Regularly assess risk and liability and take appropriate action to minimize them.
11. Analyze different processes and products to determine the existence, severity, probability, and outcome of hazards.
12. Conduct trend analysis and forecasting.
13. Conduct Hazardous Material/Waste and Department of Transportation (DOT) required training .
14. Administer the hearing conservation, respiratory protection, eye, hand, and foot protection, and safety apparel programs.
15. Provide as needed training to the Alameda Police Department and the Alameda Fire Department on electrical system safety protocols and procedures when supporting AMP operations for emergency calls.
16. Conducts studies, prepares and presents reports and recommendations. Oversees work of consultants retained for special audits, studies and projects.
17. Participate in the investigation of accidents and injuries and in the preparation of reports and evidence for AMP. Ensure the City's Risk Manager and Human Resources receive all required documentation including OSHA 5020 and DWC-1.
18. Coordinate electrical and office safety training in areas such as first aid/CPR and hazardous materials/situations terminology and communication.

19. Monitor job site activities and participate in planning processes.
20. Foster AMP employee involvement and work towards maintaining the safety culture at AMP.

Other Duties

21. Performs related work as required.

WORKING CONDITIONS

- Indoor office or station environment, and outdoor environment while performing fieldwork. Outdoor work may be performed in close proximity to electrical high voltage line and equipment, open trenches and heights associated with construction.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Travel by City vehicle within City limits to City work sites, locations, and meetings to conduct work.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software. Can be loud noises due to hazards, and/or in an emergency or field situation.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, and standard office equipment.
- Specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Sitting or standing for extended periods of time.
- Reach with hands and arms; climb or balance; stoop, crouch, squat, crawl, walk; twist and bend from the waist.
- Fieldwork may involve mobility on uneven terrain, and climbing, scaling, or descending trenches, obstacles, and/or structures to identify problems or hazards. May occasionally operate construction and/or electrical equipment when performing duties such as investigations, trainings, safety related barricades, manhole rescue, etc.
- Hearing and speaking to exchange information and communicate in person and by telephone.

EMPLOYMENT STANDARDS

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in environmental science, industrial hygiene, industrial engineer, safety engineer, physical science or related field. A master's degree in any of the above areas is desirable.

Experience: Four years of progressively responsible environmental or safety compliance with construction, maintenance and operations work activities; toxic/hazardous materials and situation experience; electrical power utility and/or telecom, public sector, and worker safety compliance experience is desired.

Knowledge

Knowledge of applicable laws, codes and accepted safety practices relating to electrical and/or telecommunications work, e.g. Toxic Substance Control Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response Compensation Liability Act (Superfund), Clean Water Act, Clean Air Act, National Environmental Policy Act, Occupational Safety and Health Act; General Orders 95, 128, and 165, Proposition 65, Right-to-Know Rules, NFPA 70E, California Workers Compensation Laws, and California Administrative Code title 22, Health and Safety Code, and California Code of Regulations Title 8; all aspects of underground and overhead transmission, distribution, and substations; aspects of underground and overhead telecommunication systems; materials and equipment and standard construction practices and procedures; and investigation and record keeping techniques and procedures.

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NCW: Human Resources Department

10/1/259/23/259/7/25 <https://alamedacagov.sharepoint.com/teams/hr/Shared Documents/SPECS/Pending CSB Approval/2025 Meeting Specs/2025-10-08/Safety Officer - AMP - Redlined.docx>\\Personnel\\SPECS\\Pending-CSB Approval\\2024 Meeting Specs\\2024-04-03\\Safety Officer - AMP - Clean.doc

Abilities

Ability to effectively plan and perform assigned work in connection with environmental and worker safety compliance, hazardous waste disposal, hazardous and toxic material control and safety inspections, training and policy administration; communicate effectively orally and in writing with all levels of the organization, public and outside agencies, contractors, etc.; properly handle confidential information and material; establish and maintain a variety of databases; direct the work of consultants; interpret and apply established City policies, procedures and codes; interpret and analyze information, draw valid conclusions and project consequences of decisions and recommendations; analyze and solve problems using independent and discretionary judgment; prepare studies and reports concerning complex technical matters; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate technical information to both technical and non-technical audience; establish and maintain effective working relationships with employees and the general public.

Working Conditions

~~Work is performed in an office and outdoor setting. Outdoor activities take place in all weather conditions, including temperature extremes; during daylight hours and at night; and on various types of terrain. Incumbent may be exposed to conditions and hazards from obstacles, heights, and open trenches associated with construction sites. Work may be performed in proximity to electrical high voltage lines and equipment.~~

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Special Requirement

Respond to after hours emergencies as required.

Safety certifications and/or designations such as Associate Safety Professional (ASP), Certified Safety Professional (CSP), Construction Health and Safety Technician (CHST) through the Board of Certified Safety Professionals, or Certified Utility Safety Specialist (CUSP) through the Utility Safety & Operations Leadership Network (USOLN) are desirable.