



City of Pacific Grove
Established Date: 12/18/2013

MAINTENANCE TECHICIAN/SAFETY COORDINATOR

SUMMARY: Under basic supervision, coordinates and supervises the safety and security programs for the City; inspects City facilities, administers emergency response plans, investigates safety/security incidents, coordinates training programs, and enforces City safety rules and work procedures.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinates the City injury and illness prevention plan; provides safety information, training, educational programs, and assistance to City employees; answers safety questions and resolves issues within scope of authority and training.
- Prepares safety training programs for weekly staff meetings; researches relevant OSHA topics and current safety and security issues, and develops presentations.
- Performs safety analysis of City facilities, equipment, work areas, and procedures; inspects work sites to assure compliance with state and federal regulations, and City policies and procedures; identifies and documents safety problems and hazards, including public right-of-way and environmental issues.
- Serves as principal advisor on safety issues; compiles, evaluates and analyzes information, and recommends solutions; assures the City emergency plans and procedures are in compliance with all laws, policies, regulations, and standards.
- Reviews accident reports, and investigates accidents and security incidents; determines causes, evaluates vulnerabilities and develops plans and procedures to reduce or eliminate recurrences; investigates public complaints on operations and liability issues.
- Coordinates and presents safety training programs; administers hazardous materials management program; maintains training and testing records.
- Works with City Risk Manager and Code Compliance Officer to identify solutions to reduce liability.
- Prepares reports and maintains records and files
- Collects statistical data and compiles data for reports.
- Oversees the maintenance of street lights, traffic signals, and other electrical infrastructure; prepares and administers RFPs and contracts for repairs.
- Supports all Public Works Divisions and other Departments throughout the City.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND three years experience working with public sector safety programs; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of industrial safety engineering.
- State, federal and local laws, statutes, rules, ordinances, codes, regulations, and standards governing public safety and response activities, including California State and Federal Emergency Management Agency (CalEMA/FEMA) guidelines, and National Incident Management System (NIMS) standards.
- OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Electrical systems and hazards, including traffic signal systems.
- Principles and methods for developing and presenting training programs.
- Principles of record keeping and records management.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Understanding and applying City policies and procedures, and applicable federal and state regulations.
- Analyzing safety and security issues, interpreting laws and regulations, and developing solutions.
- Administering and maintaining emergency management plans and programs.
- Documenting accident scene details, and recognizing evidence and causes of accidents.
- Preparing safety management reports in compliance with regulatory reporting requirements.
- Coordinating safety and preparedness activities with City departments and regional agencies.
- Conducting investigations, evaluating facts, and developing reports and recommendations.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required; Commercial Driver's License may be required. FRO/First Responders Operations Certification. Hazmat Technician/Specialist Certification from the California Emergency Management Agency (Cal EMA) may be required; additional technical training and certifications are desirable and may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; requires moderate physical efforts in performing maintenance and repair projects as needed; may be exposed to safety hazards and dangerous tools and equipment; requires vision capacity to perform fine calibrations and differentiate between colored wires.