



Code: 6304

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Engineering, Designing, and Structural

Series: Collective Bargaining

CLASS TITLE: SAFETY SPECIALIST - WATER MANAGEMENT

CHARACTERISTICS OF THE CLASS

Under supervision, inspects safety and accident prevention practices in the work place within the Department of Water Management, and performs related duties as required

ESSENTIAL DUTIES

- Assists in developing and implementing departmental safety regulations, policies, and procedures
- Inspects work areas and/or construction sites to ensure working conditions are in compliance with Occupational Safety and Health Administration (OSHA) standards and municipal and state safety regulations and policies
- Makes recommendations to correct observed and reported safety violations and to implement safe work practices including the use of protective gear (e.g., helmets, steel tipped shoes, safety glasses, gloves)
- Checks safety devices (e.g., fire extinguishers, alarms, first aid, emergency equipment) for proper working condition
- Ensures that safety precautions (e.g., sufficient lighting, warning signs, barricades) are posted near construction or hazardous sites
- Ensures proper procedures are followed and rescue equipment is accessible to crews working in confined spaces and during excavations
- Prepares and issues warnings, and/or letters of notification to address violations of safety policies and procedures
- Investigates accidents to determine their cause and to develop methods and procedures to prevent future occurrences
- Evaluates automotive and personal injury accident reports for evidence of cause and prepares reports on findings
- Conducts employee training sessions on safety policies and practices and arranges for product manufacturers to train employees on the proper use of safety equipment and gear
- Maintains complete and accurate records of personal injury and property accidents
- Drives to field sites to observe practices
- Reviews safety policies and practices and assists in updating departmental manuals and policies
- Attends and/or chairs safety meetings and committees

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of experience in accident prevention and safety inspection work; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to walk and stand for extended or continuous periods of time
- Ability to work various hours/shifts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *safety and accident prevention methods, practices, and procedures
- *safety procedures used in handling highly toxic materials and related equipment
- *safety codes regulating the operation of heavy equipment and other activities at construction sites, including OSHA standards
- use of safety equipment and protective gear
- applicable emergency operations
- computer operation and office software

Some knowledge of:

- geographical locations within the City and applicable facilities
- applicable training practices and procedures
- excavation and backfilling methods, practices, and procedures
- applicable federal, state, and local laws, statutes, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *PERSUASION - Persuade others to change their minds or behavior
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations

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- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2018