

865002/19/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SAFETY MANAGER**

**DEFINITION**

Under general direction, to perform responsible technical work in the development, administration and coordination of City safety and safety education programs; and to do related work as required.

**REPORTS TO:** Human Resources Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Human Resources Director.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, procedures and priorities.
- Evaluate work methods, equipment and operating practices for potential safety hazards and provide corrective recommendations.
- Develop list of, and provide supervisors and employees with information and training on, hazardous chemicals and materials in the work place.
- Monitor handling and storage of hazardous chemicals and materials and coordinate their disposal by City departments.
- Participate as a member of the City-wide safety committee.
- Advise departments on CAL/OSHA and Federal/OSHA regulations.
- Analyze accidents to develop facts affecting accident prevention.
- Advise managers, supervisors and employees on accident prevention and elimination of unsafe working conditions.
- Develop, implement and assist departments in implementation of a City-wide safety education program.
- Coordinate safety and accident prevention programs with the Workers's Compensation program.
- Maintain comprehensive records and data pertinent to programs and prepare reports.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, methods and techniques of safety program development, implementation and administration.
- California State Labor Code relative to industrial safety, the Occupational Safety and Health Act, and other applicable state and federal laws.

- Safety training methods, principles and techniques.
- Handling, storage and disposal of hazardous chemicals and materials.

**Ability to:**

- Develop, implement and administer safety programs and activities.
- Interpret applicable laws, regulations and procedures applicable to safety and hazardous materials in the workplace.
- Communicate clearly and concisely, orally and in writing.
- Supervise and train assigned staff.

**Education and Experience:**

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

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in an appropriate safety field or business or public administration.

Experience: Two years responsible experience in the development and administration of safety and safety training programs.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Safety Manager

**TO:** Risk Manager