



UNION JOB DESCRIPTION

TITLE: Lead Safety Specialist

DEFINITION:

Performs advanced safety support and lead duties under the direction of the Safety Manager to assist in the development, implementation, coordination, and maintenance of the District's Accident Prevention Program and to promote a strong safety culture.

Supervise assigned safety work, safety program implementation, safety initiatives, incident review follow-up, training support, and cross-functional safety activities performed by Safety Specialists. Serves as a senior technical resource to the District. Provides technical guidance, peer coaching, mentoring, training support, program coordination, and practical safety consultation to support consistent application of District safety standards, regulatory requirements, and safe work practices.

Collaborate with and support employees and managers, recognizing them as the primary drivers of safety culture. Provides informal leadership and influence through technical expertise, coordination, communication, mentoring, and implementation support.

DISTINGUISHING CHARACTERISTICS:

The Lead Safety Specialist is distinguished from Safety Specialist III classification by the increased responsibility for supervising assigned safety work across Safety Specialists and departments, including coaching, mentoring and training employees, and corrective-action follow-up.

This classification is distinguished by additional lead responsibilities, implementation of major safety initiatives, serving as a senior technical escalation resource, and driving consistent application of safety programs, managing documentation, preparing consolidated technical updates and recommendations for management review, and serving as the first technical escalation point for assigned safety matters.

The Lead Safety Specialist position shall be filled through the Lead in Training (LIT) program candidate pool. If a LIT program has not yet been established, the selection will be made through a joint collaborative interview and/or testing process. The interview team will be comprised of an equal number of management and represented members. Represented members for the interview team will be by selection of the IBEW Leadership.

BASIC RESPONSIBILITIES:

1. Perform all duties of a Safety Specialist I-III as needed
2. Supervise and coordinate the work of Safety Specialists and assigned safety programs
3. Provide expert guidance on safety requirements, work practices, and hazard controls
4. Lead accident prevention efforts, program updates, field guidance, training initiatives, audits, corrective-actions, and continuous improvement
5. Implement District safety goals through training, communication, field guidance, and safety program initiatives
6. Track and communicate safety training requirements, deadlines, and completion status
7. Provide coaching, mentoring, onboarding support, work oversight, and technical guidance Safety Specialists I-III
8. Escalate issues that require management direction, decisions, or authority
9. Promote safety awareness, Stop Work Authority, hazard recognition, accountability, and compliance with application of District safety standards and practices
10. Prepare technical reports, dashboards, presentations, recommendations, and status updates for management review

OTHER RESPONSIBILITIES:

1. Assist other safety staff and departments with projects and initiatives
2. Facilitate safety committees, work groups, field reviews, meetings, and safety planning activities
3. Maintain awareness of safety regulations, Labor & Industries rulemaking, electrical construction standards, and management practices
4. Performs associated duties as assigned

MINIMUM QUALIFICATIONS:

Minimum qualifications are in addition to those listed for Safety Specialist I-III

Knowledge of:

- Federal, state, local, and District safety rules and laws
- District Accident Prevention Program requirements and all safety related materials
- Coaching, mentoring, conflict resolution, and collaboration techniques

Ability to:

- Supervise assigned work of Safety Specialists
- Lead safety program implementation, major safety initiatives, complex work plans, and cross-department implementation activities
- Serve as a senior technical resource for Safety Specialists and District departments on complex safety issues
- Monitor safety training requirements and communicate status updates
- Work and communicate independently with substantial autonomy, objectivity, and clear written communication
- Manage confidential and sensitive information appropriately
- Analyze safety data, incident trends, field observations, audit findings, training records, and regulatory developments to identify risk-reduction opportunities
- Develop guidelines to maintain and improve safety programs, manuals, training materials, field guidance, procedures, inspection tools, and communication materials
- Communicate complex technical, regulatory, and safety information clearly to all employees, leadership, and public stakeholders
- Recognize and escalate matters requiring management and/or labor-relations authority and involvement
- Use computer and related software systems for daily work
- Use sound discretionary judgment

Education/Experience:

- Bachelor's degree in Occupational Safety, Business Administration, or related field, AND six (6) years of experience working directly in a safety professional position including demonstrated experience coordinating complex safety programs, major initiatives, or work of other safety personnel;

OR

- (4) years of experience in customer service, project management, contract administration, utility operations support, safety program support, or related field, AND six (6) years of experience working directly in a safety professional position including demonstrated experience coordinating complex safety programs, major initiatives, or work of other safety personnel;

OR

- Ten (10) years of experience as a Journeyman Lineman, Journeyman Substation Wireman, or equivalent high-voltage journey-level electrical experience, including six (6) years of experience in a safety-related position or related safety work, including demonstrated experience coordinating complex safety programs, major initiatives, or work of other safety personnel;

OR

- Successful placement as Safety Specialist III, plus two (2) years of experience performing Safety Specialist III-level work with demonstrated proficiency in complex safety program work, cross-department coordination, incident review, training support, regulatory consultation, program implementation, and mentoring/coaching of other Safety Specialists.

Required License, Certification and/or Testing:

- Valid Washington State Driver's License and a good driving record
- Safety Certifications: CUSP, CSP, CIH, ASP, OHST, CHST, or District-approved equivalent professional safety accreditation at time of placement
- Successful completion of Train-the-Trainer within six (6) months from date of hire
- Lead in Training (LIT) program candidate pool or successful joint collaborative interview process

Preferred License, Certification and/or Testing:

- Certified in incident investigation, root-cause analysis, accident prevention/investigation
- Certified to teach First Aid and Defensive Driving
- Certified to conduct Audiometric Hearing Tests

WORKING CONDITIONS:

- Work performed in office, field, and job site environments
- Occasional exposure to weather and environmental conditions
- Seldom exposure to electrical hazards, extreme temperatures, mechanical risks, heights, noise, animals, traffic-related conditions, or contractor/public interface conditions
- Frequent standing, walking, speaking, hearing, and use of computer equipment; occasional lifting and physical activity
- May be required to travel to District facilities, field locations, construction sites, contractor work areas, and public interface locations
- Subject to 24-hour call-out for emergency conditions