



UNION JOB DESCRIPTION

TITLE: SAFETY SPECIALIST I-III

DEFINITION:

Performs safety support work under the direction of the Safety Manager, to assist in the development, implementation, and maintenance of the District's Accident Prevention Program and promote a strong safety culture. Delivers or assists with training, data collection, inspections, and safety program development. Collaborates with and supports employees and managers, recognizing them as the primary drivers of the safety culture. Provides technical safety to employees and leaders, supports the District's Accident Prevention Program, and promotes safety practices across the organization. May lead projects and work with regulatory agencies and the public on safety and health initiatives.

DISTINGUISHING CHARACTERISTICS:

The Safety Specialist is a bid position that requires successful completion of a joint collaborative interview. The interview team will be comprised of an equal number of management and Union members. Union members for the interview team will be by selection of the IBEW

Progression to all levels is not automatic but dependent upon time requirements and completion of training and orientation with demonstrated proficiency to perform additional Safety Specialist functions.

BASIC RESPONSIBILITIES:

- Conduct safety inspections to support accident prevention efforts
- Conducting incident investigations and documenting findings
- Compile and maintain safety and accident data to support analysis and corrective actions
- Deliver safety-related trainings to District employees and track attendance
- Support development and administration of basic safety programs
- Coordinate with departments to prepare and present for safety meetings and training sessions
- Promote safety awareness and adherence to District safety standards and practices
- Support response to employee incidents, contractor encroachments, public safety concerns and emergencies
- Establish safety related requirements for employees and contractors

OTHER RESPONSIBILITIES:

- Assist other safety staff and departments with projects and initiatives
- Support cross-functional collaboration efforts to enhance safety outcomes
- Provide general administrative and program support related to safety functions
- Performs job related duties as assigned

MINIMUM QUALIFICATIONS – Level I:

Knowledge of:

- Safety codes and safe work practices
- Basic concepts of adult learning, training and presentation techniques
- Project management skills
- Computer programs and development of presentations and training materials

Ability to:

- Assist with conducting safety inspections, root cause analysis, fact finding, incident investigations and reviews in collaboration with other Safety Specialists
- Assist in the development of the content for safety training programs and presentations
- Safety program support for assigned Accident Prevention Manual programs, such as Arc Flash, Confined Space, Fall Protection, and related safety standards, supporting program development, implementation, and continuous improvement

Education/Experience:

- Bachelor's degree in Occupational Safety, Business Administration, or a related field;
- OR
- Four (4) years of experience in customer service, project management, contract administration, or a related field;
- OR
- Four (4) years of journey-level electrical experience (e.g., Journeyman Lineman or Substation Wireman), including two (2) years in a safety-related function.

License, Certification and/or Testing

- Valid Washington State Driver's License with a good driving record
- Completion of OSHA 500 or 501 or equivalent within 12 months of placement
- First Aid & CPR (within 6 months)

MINIMUM QUALIFICATIONS - Level II:

Minimum qualifications are in addition to those listed for Level I

Knowledge of:

- Federal, state, local, and District policies and regulations with emphasis on WAC 296-45 and WAC 296-155
- Detailed root cause analysis techniques

Ability to:

- Be a Subject Matter Expert (SME) in core utility safety rules and programs; such as Arc Flash, Confined Space, Hearing Conservation, First Aid, etc.
- Apply knowledge as a SME in the application of safety rules and work practices
- Train as an SME on all safety programs and assigned subjects to District staff
- Develop, maintain, review and improve Accident Prevention Manual sections, safety manuals, procedures, training content, field guidance, audit tools, presentations and communication materials
- Develop initiatives related to safety culture and promote no at-risk behavior
- Independently conduct incident reviews with a high-level of privacy and confidentiality
- Independently respond to safety related subjects in adverse conditions
- Independently develop and conduct training on all safety topics
- Collaborate with departments to identify and define requirements for safety training for specific hazards

Education/Experience:

- Bachelor's degree in Occupational Safety, Business Administration, or a related field, AND Two (2) years of experience working directly in a safety professional position providing safety related training, inspection, and/or program development, or as a level I;

OR

- Four (4) years of experience in customer service, project management, contract administration, or a related field, AND Two (2) years of experience working directly in a safety professional position providing safety related training, inspection, and/or program development, or as a level I;

OR

- Six (6) years of experience as a Journeyman Lineman or Journeyman Substation Wireman (or equivalent High Voltage Journey level electrical experience), including two (2) years of experience in a safety-related function (i.e. safety committee, safety chair, or related), or as a level I.

Required License, Certification and/or Testing:

- Completion of OSHA General Industry and Construction Specialist Train-the-Trainer certification or equivalent within 12 months of placement
- Successful completion of District Train-the-Trainer within six (6) months from date of hire

Preferred License, Certification and/or Testing:

- Certified in incident investigation, root-cause analysis, accident prevention/investigation
- Safety Certifications: CUSP, CSP, CIH

MINIMUM QUALIFICATIONS - Level III:

Minimum qualifications are in addition to those listed for Level I and II

Knowledge of:

- Advanced application and interpretation of federal, state, local, and District safety requirements, affecting utility, construction, occupational, contractor, and public safety operations
- Labor & Industries rulemaking, inspections, citations, variances, and compliance processes, and their impact on District safety programs and work practices
- Accident Prevention Program administration, including program design, implementation, audits, corrective-actions, and program effectiveness
- Advanced incident investigation methods for high-risk events, including evidence preservation, causal analysis, corrective-action development, recurrence prevention, and after-action communication
- Utility construction standards, high-voltage work practices, contractor interface hazards, encroachments, field operations, and public safety issues affecting utility work
- Risk assessment, hazard control, safety management systems, leading and lagging safety indicators, and methods for identifying emerging safety trends
- Advanced facilitation, stakeholder engagement, and change-management methods for resolving complex safety issues where operational, regulatory, labor, contractor, and public interests may differ
- Technical safety guidance, training materials, field procedures, written recommendations, and program documents for varied audiences

Ability To:

- Serve as an advanced technical resource or facilitator for complex or enterprise-wide safety programs
- Apply advanced technical judgment to all safety issues where existing procedures may not fully address
- Conduct or coordinate high-risk incident reviews and complex safety investigations
- Analyze safety data, incident trends, field observations, audit findings, and regulatory developments to recommend District-wide program improvements and risk-reduction strategies
- Interface with Labor & Industries, other regulatory agencies, professional organizations, contractors, and peer utilities on safety requirements, rule changes, inspections, audits, and technical questions
- Provides technical recommendations to District leaders on complex safety risks, regulatory implications, and practical options for hazard control, using clear technical recommendations and sound professional judgment
- Influence safe work practices and safety culture across departments through technical credibility, facilitation, collaboration, and consistent application of District standards.
- Facilitate cross-functional resolution of safety issues across affected workgroups
- Communicate complex information in clear, practical language for all employees, leadership, contractors, and public or agency stakeholders
- Share technical knowledge, lessons learned, and program resources with Safety Specialists I and II to support consistent safety program delivery
- Work independently and operate with substantial autonomy under general direction, without supervisory authority

Education/Experience:

- Bachelor's Degree in Occupational Safety, Business Administration, or related field, AND Four (4) years of experience working directly in a safety professional position providing safety related training, inspection, and/or program development, or as a level II;

OR

- Four (4) years of experience in customer service, project management, contract administration, or related, AND Four (4) years of experience working directly in a safety professional position providing safety related training, inspection, and/or program development, or as a level II;

OR

- Eight (8) years of experience as a Journeyman Lineman or Journeyman Substation Wireman (or equivalent High Voltage Journey level electrical experience), including four (4) years of experience in a safety-related function (i.e. safety committee, safety chair, or related), or as a level II.

License, Certification and/or Testing:

- Safety Certifications: CUSP, CSP, CIH or equivalent accreditation within 12 months of placement or upon hire

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, or mechanical risks
- Frequent standing, walking, and use of computer equipment; occasional lifting and physical activity
- Subject to 24-hour call-out for emergency conditions