



# USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

<b>JOB TITLE:</b>	<b>Director of Safety and Risk Management</b>
<b>DEPARTMENT:</b>	<b>Safety/Risk Management</b>
<b>EMPLOYER:</b>	<b>Vallejo Sanitation and Flood Control District</b> <b>450 Ryder Street, Vallejo, California 94590</b>
<b>DATE PREPARED:</b>	<b>6/9/2004</b>
<b>WORK SCHEDULE/HOURS:</b>	<b>8-9 hours per shift, 4-5 days per week</b>
<b>EMPLOYEE:</b>	
<b>D/I:</b>	
<b>CLAIM NUMBER:</b>	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

## Job Functions

### Overview:

The Director of Safety and Risk Management is responsible for developing, updating and implementing an employee safety program, an emergency preparedness program, an Employee Safety Training Program and overall risk management activities. This position also administers the loss preventative program; workers' compensation, property, liability programs and assists human resources with personnel issues relating to health and safety. This is a management position. Under the general direction of the District Manager this position is responsible to plan, organize and direct the District's safety program, risk management and loss control functions, insurance programs, workers' compensation, claims administration, special projects, and other work as required.

### Essential Functions:

- The employee directs and manages all services and activities of the District's Safety and Risk Management Division.
- The employee develops and administers the Safety and Risk Management Division's annual budget; forecasts the need the additional funds, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- The employee develops, recommends and implements appropriate health and safety programs within the District.
- The employee develops, implements employee health, safety and occupational training programs; informs employees of training and educational opportunities, keeps records of employee training, and evaluates employee-training needs. Provides new hire orientation regarding health and safety issues.
- The employee plans and administers comprehensive District-wide programs to ensure compliance with OSHA regulations governing workplace health and safety; maintains the District's IIPA program.
- The employee directs workplace safety studies to assess risks and develop remedial strategies and procedures.
- The employee manages workplace health and safety regulatory compliance and reporting for the District; evaluates and interprets regulatory guidelines; communicates regulatory information to all District staff.
- The employee manages, coordinates, and interfaces the District Safety and Workers' Compensation programs; integrates these with risk management activities.

- The employee administers the District's Risk Management/Loss Control program by identifying major areas of risk, evaluating alternative methods of mitigating risk.
- The employee recommends and procures appropriate levels of insurance coverage.
- The employee assigns and monitors claims handled by independent adjusters.
- The employee coordinates the litigation activities relating to claims filed against the District.
- The employee manages records retention and retrieval system for safety and risk management office.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee supervises one employee.
- The employee utilizes a laptop computer and pointing device to enter or retrieve data including year-end data, e-mail correspondence, reports, letters, documents and other related data.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee visits field or plant sites to perform inspections. Includes ascending/descending stair flight(s) and vertical ladders to inspect plant equipment.
- The employee utilizes instruments to test lighting and noise levels, in addition utilizes a video or digital camera to take pictures. The employee during an inspection or investigation utilizes a tape measurer to measure depth or lengths.
- The employee operates a district or personal vehicle equipped with an automatic transmission to travel to and from district sites. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat. The employee visits residential sites to assess and inspect employee injuries, vehicle accidents, worker's compensations claims and public liability claims.
- The employee coordinates and performs confined space entry trainings, one time per quarter, includes working with a crew of 2-3 employees. Includes setting a tripod over an opening, wearing safety equipment, and utilizing specialized testing equipment including gas detectors and lowering tools.
- The employee coordinates and presents safety training and other related issues to employee groups, between 10-50.
- The employee sorts and reads incoming department mail, up to 20 envelopes.
- The employee coordinates and teaches make-up CPR sessions, includes teaching and demonstrating CPR techniques. Includes maneuvering and utilizing a mannequin during the training.
- The employee performs other responsibilities as assigned.

**Marginal Functions:**

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, pressing 7 to 10 buttons to obtain the desired telephone numbers and pressing a button to activate the fax.

- The employee prepares a room prior to a presentation, may include retrieving, relocating and setting a 15” television monitor on a stand. Alternatively the employee assists with the set up of a public event booth, includes retrieving and relocating tables, paper boxes and other related items.

## Minimum Qualifications

### EDUCATION & EXPERIENCE

- Possession of Bachelor's degree from an accredited college with a major in industrial engineering, safety, occupational health science, or a related field and four years of increasing responsible work experience in the areas of workplace safety, workers' compensation program administration, and employee training. At least two of the years shall have involved administration of a comprehensive safety and accident prevention program.
- Experience may be substituted for education on a two years of experience for one year of education basis.
- CSP, ARM, or CUSA desirable.

### KNOWLEDGE, SKILLS & ABILITIES

- Principles, practices and techniques of establishing, maintaining and modifying a comprehensive risk management program, including loss prevention, evaluation, and financing; methods of investigating and determining the disposition of various types of insurance claims; management of self insurance funds.
- Property, liability and workers' compensation insurance, laws, practices and procedures.
- Principles and techniques of organization, management, administration, supervision, budgeting and cost control, including and understanding the importance of authority, responsibility, accountability, motivation, communication and delegation.
- The records and reports necessary in the insurance and claims field of California property damage, personal injury, public liability, workers' compensation and record and procedures relating to court actions on insurance and other legal matters.
- Continuously analyze laws, regulations, statistics, and other information; identify unsafe conditions and causes of workplace accidents, injuries, vehicle accident and losses; interpret federal and state regulations on safety, health, workers' compensation, and insurance; be an active problem solver in order to reduce accidents as a witness at hearings and trials.
- Observe equipment operations and employee work procedures, often in field locations.
- Prepare clear and concise reports; analyze problems correctly and take effective corrective action; read and write in English fluently; engage in public speaking.
- Prepare budgets and control expenditures.
- Work effectively with other members of the management team; use high level of interpersonal skills to convince others of the need for safety and managed risks at all levels within the organization; educate staff of the importance of safety and risk control.
- Learn and observe all appropriate safety precautions as required by the District including, but not limited to, California's Code of Regulations, Title 8, the District's Safety Manual and Directives.
- Must be able to walk on uneven surfaces
- Must be able to work in inclement weather
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism from supervisors, coworkers and subordinate employees
- Ability to access all worksite areas where safety concerns may exist
- Work day and night
- Be available for emergency call-out
- May be required to be clean-shaven on a scheduled basis as necessary to wear respiratory protection equipment
- May be required to respond in an emergency

### LICENSE(S)

- Must possess a valid California Class C Driver's License at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

<b>WEIGHED ITEMS</b>	<ul style="list-style-type: none"> <li>• Paper box – 30 pounds</li> <li>• Projector – 15 pounds</li> <li>• 6' table – 35 pounds</li> </ul>
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**Physical Demands**

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

<b>STANDING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 10 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. Performing presentations, inspecting accidents, liability claims and injury sites, making presentations, communicating with coworkers, operating office equipment.
<b>WALKING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1.5 hours. Seconds to less than 5 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. To and from field sites, within buildings, offices, performing presentations, inspecting accident scenes.
<b>SITTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	4 to 6 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing a computer, telephone, communicating with coworkers, office tasks, reading, writing, operating a District vehicle.
<b>KNEELING/ CROUCHING/ SQUATTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than 10 minutes per week (1 time per year up to ½ hour) Seconds to less than 5 minutes at a time. Tile, carpet, dirt surfaces. Retrieving or setting paperwork/files on and off lower areas including shelves, possibly during an accident investigation, working in a confined space during rescue training, performing CPR training.
<b>CRAWLING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour per month. Seconds to less than 5 minutes at a time. Dirt, concrete, carpet. Possibly during an accident investigation, working in a confined space during rescue training, performing CPR training.
<b>LAYING ON BACK/STOMACH</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	20 minutes per year. Seconds to less than 5 minutes at a time. Dirt, concrete, carpet. During CPR training.
<b>CLIMBING/ BALANCING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than 10 to 30 times. Seconds at a time to 2 minutes at a time. Stair steps. Ascending or descending stair steps to access a 2 <sup>nd</sup> floor or utilizing a stepstool to access a higher shelf, plant vertical ladders during an inspection or safety training.

<b>BENDING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Up to 15 minutes per week. Seconds to less than 5 minutes at a time. During an accident investigation, during inspections, working in a confined space during a rescue training, performing CPR training, utilizing a tape measure to measure desks or lengths. The motion is in a forward direction between 5 and 65-degrees per occurrence.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 4 hours. Seconds to less than 5 minutes at a time. Reading, writing, and aiding visually during normal body mechanics.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics, utilizing testing instruments, during inspections.

<b>TWISTING/ROTATING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 5 to 10 minutes. Seconds at a time. Possibly while driving, working in a confined space during a safety training, during a field investigation, inspecting an accident scene. The motion is center to the right back to center or center left back to center less than 20-degrees.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	1 to 2 hours. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics, during confined space entry trainings. The motion is from center to the right back to center or center to the left back to center up to 45-degrees.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>UPPER EXTREMITY USE:</b>	<b>Dominant Hand:</b> [indicate LEFT or RIGHT]
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<b>REACHING</b>		
<ul style="list-style-type: none"> <li>• <b>Primary Reach Zone:</b> (elbows bent at waist level, hands in forward extension)</li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	½ hour to 4 hours. Less than ½ hour. 0 Less than ½ hour to 3 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> <li>• <b>Above Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 2 times. 0 to 2 times. Alternated with dominant. Alternated with dominant. Seconds at a time. Retrieving items/paperwork on and off higher shelves.
<ul style="list-style-type: none"> <li>• <b>Between Waist and Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 to 5 hours. Less than 1 to 2 hours. Less than ½ hour. 2 to 4 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, radio, driving in conjunction with maneuvering a steering wheel, setting up during public educational training, utilizing and testing instrumentation, utilizing a clipboard in conjunction with writing during an inspection, utilizing a video or digital camera.
<ul style="list-style-type: none"> <li>• <b>Below Waist Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Up to 15 minutes. Alternated with bilateral. Alternated with bilateral. Up to 15 minutes. Seconds to less than 5 minutes at a time. During an accident investigation or inspections, working in a confined space during a rescue training, performing CPR training, utilizing a tape measure to measure desks or lengths.
<b>PUSHING/ PULLING</b>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers, utilizing a 2-wheeled dolly to relocate materials, utilizing a luggage carrier, dolly or cart to transport materials, supplies. Unilateral or bilateral hand use.

<b>LIFTING/CARRYING</b>		
<p>• <b>0 to 10 lbs.</b></p> <p><b>Objects:</b></p> <p><b>Frequency</b></p> <p>    <b>Dominant:</b></p> <p>    <b>Non-Dominant:</b></p> <p>    <b>Bilateral:</b></p> <p><b>Distance:</b></p> <p><b>Height:</b></p> <p><b>Associated Tasks:</b></p>	<p>Writing utensil, paperwork, office supplies, a telephone handset, radio, testing instruments, tape measure, video or digital camera.</p> <p>3 to 4 hours.</p> <p>Less than 1 hour.</p> <p>Less than ½ hour.</p> <p>2 to 3 hours.</p> <p>0 to less than 50 feet.</p> <p>Ground to shoulder level.</p> <p>Utilizing a writing utensil, handling paperwork, files, handling office supplies, a radio or a telephone handset, testing instrumentation, clipboard, video or digital camera, utilizing a tape measure to measure desks or lengths, handling mail.</p>	
<p>• <b>11 to 25 lbs.</b></p> <p><b>Objects:</b></p> <p><b>Frequency</b></p> <p>    <b>Dominant:</b></p> <p>    <b>Non-Dominant:</b></p> <p>    <b>Bilateral:</b></p> <p><b>Distance:</b></p> <p><b>Height:</b></p> <p><b>Associated Tasks:</b></p>	<p>File box, mannequin, projector case.</p> <p>0 to 1 time per week.</p> <p>0</p> <p>0</p> <p>0 to 1 time per week.</p> <p>Less than 10'.</p> <p>Ground to waist level</p> <p>Retrieving and relocating a file box.</p>	
<p>• <b>26 to 50 lbs.</b></p> <p><b>Objects:</b></p> <p><b>Frequency</b></p> <p>    <b>Dominant:</b></p> <p>    <b>Non-Dominant:</b></p> <p>    <b>Bilateral:</b></p> <p><b>Distance:</b></p> <p><b>Height:</b></p> <p><b>Associated Tasks:</b></p>	<p>Paper box, table.</p> <p>1 time per week.</p> <p>0</p> <p>0</p> <p>1 time per week.</p> <p>Less than 10 feet.</p> <p>Ground to waist level.</p> <p>Retrieving and relocating a paper box, table.</p>	
<p>• <b>51 to 75 lbs.</b></p> <p><b>Objects:</b></p> <p><b>Frequency</b></p> <p>    <b>Dominant:</b></p> <p>    <b>Non-Dominant:</b></p> <p>    <b>Bilateral:</b></p> <p><b>Distance:</b></p> <p><b>Height:</b></p> <p><b>Associated Tasks:</b></p>	<p>Not a job requirement.</p>	
<p>• <b>75 to 100 lbs.</b></p> <p><b>Objects:</b></p> <p><b>Frequency</b></p> <p>    <b>Dominant:</b></p> <p>    <b>Non-Dominant:</b></p> <p>    <b>Bilateral:</b></p> <p><b>Distance:</b></p> <p><b>Height:</b></p> <p><b>Associated Tasks:</b></p>	<p>Not a job requirement.</p>	
<p>• <b>100+ lbs.</b></p> <p><b>Objects:</b></p> <p><b>Frequency</b></p> <p>    <b>Dominant:</b></p> <p>    <b>Non-Dominant:</b></p> <p>    <b>Bilateral:</b></p> <p><b>Distance:</b></p> <p><b>Height:</b></p> <p><b>Associated Tasks:</b></p>	<p>Not a job requirement.</p>	



<b>HAND DEMANDS</b>		
<ul style="list-style-type: none"> <li>• <b>Simple Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 to 5 hours. Less than 1 hour. Less than ½ hour. 2 to 4 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio, utilizing a video or digital camera, utilizing testing instrumentation, handling mannequins during trainings.
<ul style="list-style-type: none"> <li>• <b>Power Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 2 times per week. 0 0 0 to 2 times per week. Seconds at a time. Retrieving and relocating a file box, projector case, a table.
<ul style="list-style-type: none"> <li>• <b>Fine Manipulation</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	1 to 5 hours. Less than ½ hour to 1 ½ hours. 0 Less than ½ hour to 4 hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

<b>SPECIAL ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Indoors, office setting; climate controlled</li> <li>• Outdoors, all weather conditions, as needed.</li> </ul>
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<b>MACHINES/TOOLS</b>	<ul style="list-style-type: none"> <li>• District vehicle</li> <li>• Computer pointing device</li> <li>• Cart</li> <li>• District or personal vehicle</li> <li>• Testing instrumentation</li> </ul>	<ul style="list-style-type: none"> <li>• Writing utensil</li> <li>• Fax machine</li> <li>• Luggage carrier</li> <li>• Tape measure</li> <li>• Confined space entry tools including tripod, lowering tools</li> </ul>	<ul style="list-style-type: none"> <li>• Computer keyboard</li> <li>• Copy machine</li> <li>• Laptop computer</li> <li>• Gas detectors</li> </ul>	<ul style="list-style-type: none"> <li>• Computer monitor</li> <li>• Dolly</li> <li>• Digital or video camera</li> </ul>
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**ADDITIONAL REQUIREMENTS:** Depending on the exposure, may be required during an inspection to wear head, eye or hearing protection. During confined space entries the employee is required to wear a self-contained breathing apparatus and fall protection equipment.

**Note:** The following are not physical requirements of this job: twisting wrist.

