

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000282
Grade 25**

OCCUPATIONAL SAFETY AND HEALTH SPECIALIST

DEFINITION OF CLASS:

This is full-performance level work in the administration, evaluation and promotion of a comprehensive occupational safety and health program for Montgomery County departments and agencies of the Montgomery County Self-Insurance Plan (MCSIP). Employees administer the County's Worksite Safety Coordinator Program by monitoring and evaluating the worksite safety activities of departmental worksite safety coordinators. Employees function as subject matter experts in workplace safety and health for the County's departments and MCSIP agencies. Employees develop and deliver customized training modules and educational information for assigned departments and agencies. Contacts include worksite safety coordinators, department managers and other staff, and representatives from County agencies to assess safety programs and to coordinate projects and issues. Employees also interact with various federal and state agencies to exchange technical and compliance information and with contractors (such as industrial engineers and hygienists) on code compliance issues and other health and safety concerns. The work may include some public service/assistance, but that is incidental to the primary purpose of the class.

Consistent with Maryland Occupational Safety and Health Administration (MOSHA) standards and County/Section codes, programs, policies, priorities and procedures, an employee in this class provides compliance, advisory and training services to assigned departments and agencies with broad latitude for independent judgment. Employees analyze and identify safety and health trends and recommend solutions to reduce the number and severity of workplace injuries and damage to equipment and machinery. The complexity of this work is found in the assessment of safety and health technical and practical issues, the wide range of departments and agencies requiring technical advice and guidance, the need to address diverse audiences when communicating new and complex information and the requirement for developing customized materials depending on the specific needs of the organization. The work requires broad and deep knowledge of occupational safety and health subject areas, standards and the unique concerns of multiple organizations. Employees apply critical thinking skills and abilities as well as program administration skills. The work of the class directly impacts the safety and comfort of all County employees and indirectly affects the quality of the services provided to the public. Work is performed in an office environment and at other worksites around the County for purposes of investigating accident claims and inspecting facilities, machines, equipment and materials to evaluate potential hazards and make recommendations to reduce loss potential.

EXAMPLES OF DUTIES: (Illustrative Only)

- Administers the County's Worksite Safety Coordinator Program to expand the County's worksite safety network, promote safety awareness and reduce or prevent workplace injuries and accidents.
- Studies operations, processes, jobs and workstations to correct and minimize undesirable conditions

and hazards to personnel, equipment and machinery.

- Investigates and analyzes personal injury, property damage, motor vehicle accidents and cases of occupational disease to identify causes and recommend remedial action plans.
- Discusses safety deficiencies and problems with worksite safety coordinators and other department and agency personnel to develop and implement corrective action.
- Surveys and inspects buildings, structures, operations, facilities, shops, laboratories, machinery, pressure vessels (excluding boilers), and transportation equipment and personnel to ensure conformance to safety and health rules, standards and regulations, detecting hazards and undesirable operational conditions.
- Surveys and appraises conditions (such as fumes, gases, harmful radiation, chemicals, dust, lighting, ventilation and temperature) affecting the health of personnel, students and the public.
- Develops and delivers safety training on a County-wide basis using online training, classroom lectures, PowerPoint presentations and worksite safety talks.
- Consults with engineers, architects, mechanical technicians, compliance officers and industrial hygienists on safety and occupational health matters.
- Investigates accidents related to Worker's Compensation claims.
- Compiles and analyzes accident statistics and prepares charts, tables and written reports for management and department review.
- Evaluates and monitors safety features currently in use to increase effectiveness.
- Develops remedial safety measures related to a variety of operations, processes and conditions.
- Reviews plans and specifications for new construction, motorized equipment and other machines and equipment for potential safety and health problems, and for compliance with occupational safety and health standards and for identification and elimination of hazards.
- Promotes and conducts safety contests and competitions.
- Prepares safety manuals and other related literature.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and methods used in developing, implementing and evaluating an occupational safety and health program.
- Broad and deep knowledge of Federal, State and County occupational safety and health standards, Worker's Compensation in Maryland and industry best practices.
- Knowledge of a broad range of workplace safety and health subject areas to include substance and chemical composition and properties.
- Skill in detecting, assessing and measuring unsafe conditions and practices, and developing and implementing corrective action plans.
- Skill in administering the safety and health programs of multiple County agencies simultaneously.
- Skill in researching, compiling and analyzing information and data related to safety matters.
- Skill in preparing written communication including reports and training/educational information and materials.
- Skill in oral communication, across a wide range of personal contacts, to exchange work-related information and deliver training presentations.

- Ability to establish and maintain effective working relationships with County departments and agency staff members at all levels, State and federal occupational safety officials and outside contractors.
- Ability to use various computer software applications presentations to prepare training materials, to statistically analyze data and information, and to prepare written reports.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years professional experience in an Occupational Safety and Health related field.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

License: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam.

Class Established: June 1978

Classification Study: April 1988 (M)

Classification Study: August 1994 (M)

Classification Study: October 2000 (M)

Classification Study: May 6, 2012 (M)

August 2013

September 2014

November 2016

Formerly Titled: “Accident Prevention Specialist”