

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SAFETY REPRESENTATIVE I - 1825**

**DEFINITION:**

Under general supervision, to perform routine safety inspection, investigation, and education work at the sub-journey level; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Performs less difficult, routine safety inspections of City equipment and facilities;
- Studies routine field problems and makes recommendations for the correction of hazards;
- Reports violations of State safety orders and safe work practices;
- Prepares and analyzes accident and injury reports and makes recommendations to prevent recurrence;
- Participates in field investigations and interviews employees and supervisors regarding accidents and injuries;
- Assists in developing and writing safety educational materials;
- Assists and participates in conducting health and safety training sessions;
- Conducts safety research; compiles, analyzes, and interprets statistics;
- Conducts industrial hygiene studies and ergonomic assessments;
- Assists in conducting special safety studies and surveys;
- Reviews and interprets regulations and procedures;
- Prepares reports and correspondence;
- Conducts instruction in first aid.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of an Associate's Degree in Occupational Safety and Health, or a closely related field; **OR** one year of full-time professional-level experience in Occupational Safety and Health work which must include: inspecting facilities and equipment for compliance with Federal and/or State Occupational Safety and Health Administration (OSHA) codes and regulations; and conducting field investigations involving the interpretation, application, and enforcement of Federal and/or State OSHA codes and regulations. Possession of a valid California Class C Driver's License.

**\* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**