

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SAFETY AND TRAINING MANAGER - 1972

NOTE: formerly Utilities Training Manager

DEFINITION:

Under direction, to plan, coordinate, integrate, and supervise a department's programs for training, occupational health and safety, and emergency management/disaster preparedness; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, supervises, and reviews the work of professional staff and/or contractor involved in a department-wide training program, occupational safety and health program, hazardous material control and management, and emergency management/disaster preparedness;
- Assists various level department managers and supervisors with identifying and resolving training, safety, and emergency management issues, and coordinates these activities between divisions, City departments, and other agencies;
- Monitors changes in governmental regulations;
- Anticipates and develops training requirements, and specific training programs;
- Analyzes and interprets accident and injury data to develop standard industry loss rates;
- Establishes training schedules, and tracks incumbent training;
- Makes presentations and represents the department and the City before various management and regulatory groups;
- Confers with department and division heads to develop and revise program policies and strategies;
- Selects, trains, disciplines, and evaluates the work performance of subordinates;
- Monitors program expenditures and prepares budget estimates and reports;
- Conducts staff meetings; conducts special studies;
- Chairs and coordinates specialized committees to address and resolve training problems and issues;
- Makes presentations to the City Council and community groups;
- Prepares correspondence and reports and provides information to regulatory agencies, community groups, and the public.

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

- * 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.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter units); **AND** four years of full-time experience developing, implementing, administering, and evaluating comprehensive training and/or security and emergency programs for entry-level through managerial-level employees which must include: safety, policy, supervisory, professional growth, and technical skills training. Qualifying experience must include managing staff, resources, and projects of significant size/complexity. Possession of a valid California Class C Driver's License.