

LOSS CONTROL TECHNICIANDEFINITION

Under general supervision, performs responsible paraprofessional and technical work relating to occupational safety and health and loss prevention/control programs for the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Implements industrial safety and health programs and loss prevention/control training programs. Conducts research and writes reports and develops articles for newsletter publication. Conducts loss control inspections of City facilities and operations and advises departmental personnel regarding correction of violations, and elimination or control of hazards. Coordinates the City Safety Committee. Coordinates and/or participates in a wide variety of safety/loss control programs throughout the organization including the Injury and Illness Prevention Program and Hepatitis immunization/HIV treatment program. Using audiological equipment, performs basic hearing conservation testing. Administers the City's DMV pull notice program. Advises and trains managers, supervisors, and employees on a variety of safety related issues. Maintains comprehensive loss control records as required by the state and federal governments, writes reports and makes recommendations to improve services, operates environmental test equipment and performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the higher-level of two classes in the Loss Control series. This class is distinguished from the Loss Control Office Specialist by the complexity, variety and scope of assignments.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of experience in conducting research and interpreting and evaluating information in loss control, industrial safety or related field, or any equivalent combination of training and experience, which provides the following knowledge, skills and abilities:

Knowledge of: safety principles and procedures (OSHA), safety committee functions, statistical reporting procedures, office practices and procedures, newsletter composition, and proper English usage, grammar and spelling.

Skill in: conducting inspections and identifying hazardous conditions; maintaining accurate records; collecting data; performing mathematical calculations; preparing routine reports and correspondence.

Ability to: interpret laws; maintain confidentiality of sensitive medical and legal information; communicate effectively both orally and in writing, establish and maintain effective working relationships with employees and general public; operate a personal computer for word processing and spreadsheets.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is prevention-oriented and visualizes what could go wrong, and takes corrective action, before it does. He or she coordinates well with a wide variety of people throughout the organization and is effective at facilitating safety improvements.

Class title established per Council Resolution No. 89-070,
effective 7-1-89

Class specification reviewed: 8/02

ADA approved: 07/02