

## CONSTRUCTION SAFETY MANAGER

### DEFINITION

Develops and implements a comprehensive program for construction safety oversight by serving as the point of contact for monitoring and maintaining District compliance with California Occupational Safety and Health Administration (Cal/OSHA) and other applicable safety regulations during construction activities.

### TYPICAL DUTIES

- Implements the process for reviewing contractor safety performance against applicable laws, regulations, and District requirements.
- Develops and enforces policies, procedures, programs, standards, and design criteria affecting construction safety of multiple construction projects.
- Coordinates construction safety program development and implements activities with the District's Owner Controlled Insurance Program (OCIP) field representatives, FEMA Director, Environmental Health and Safety Branch and Asbestos Technical and Lead Support Unit.
- Reviews and approves health and safety plans prepared by construction contractors working for the District.
- Reviews and oversees procedures for investigating construction accidents.
- Implements and maintains a standard reporting procedure for the for the District's on-site OCIP (Owner Controlled Insurance Program).
- Represents the District's interests and responsibilities on task forces, committees, and outside agencies such as Cal/OSHA and the South Coast Air Quality Management District (SCAQMD).
- Implements and maintains standard policies and procedures for construction safety.
- Reviews District construction specifications and advises construction staff on necessary safety modifications.
- Implements metrics for tracking and reporting on safety performance issues such as accidents, "near misses," and lost time events.
- Prepares and presents written and oral reports to management, the Board of Education, outside agencies and the public.
- Directs the work of Environmental Health and Safety staff and outside consultants and contractors regarding new construction safety.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Construction Safety Manager manages and coordinates the safety activities of all construction projects and develops systems to ensure compliance with all local, state, and federal regulations.

The Deputy Director of Environmental Health and Safety assists the Director in the management of the environmental health and accident prevention programs; participates in and supervises the presentation of safety training sessions and programs; assists in directing and supervising with possible participation in accident and site investigations; and assists in establishing District-wide safety guidelines.

A Safety Manager plans and directs the overall development and administration of safety and accident prevention programs, and directs and supervises safety staff at District schools and sites.

## SUPERVISION

General supervision is received from a Deputy Director of Environmental Health and Safety. General supervision is exercised over Safety Managers and Senior and Environmental Health and Safety Officers in the Construction Safety Area.

## CLASS QUALIFICATIONS

### Knowledge of:

- Theories, principles, and practices of construction, engineering, construction insurance, safety, and risk management
- Applicable local, state, and federal laws, rules and regulations governing school facilities construction and engineering for a school district
- Owner Controlled Insurance Programs as they related to District construction activities
- Equipment and construction techniques used in the design and construction of various school facilities
- Principles of safety engineering
- Cal/OSHA General Industry Safety Orders and other applicable regulations relating to employee safety and accident prevention
- Construction, operations, maintenance, and environmental health and safety hazards to be found in a large public agency
- Accident prevention techniques and devices
- Methods used to correct existing and potential safety hazards
- Hazardous materials management
- Principles of training, employee evaluation, and employee relations

### Ability to:

- Analyze situations, identify problems and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts and labor/management agreements
- Determine strategies to achieve goals
- Compile, analyze, and interpret complex data
- Prepare comprehensive reports and correspondence
- Interact professionally with various levels of employees and outside representatives
- Communicate effectively orally and in writing
- Make, support, and explain recommendations and decisions
- Read blueprints, architectural drawings, and other plans

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a major in construction engineering, construction management, occupational safety, industrial engineering, environmental engineering, industrial hygiene, or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Four years of construction safety management experience in developing and implementing accident prevention programs for a large private or public organization. One year of supervisory experience is required. Credentialing as a Certified Safety Professional (CSP) or registration in the State of California as a Professional Engineer is preferred.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA.
3. Requires wearing a negative pressure respirator.
4. The Construction Safety Manager is subject to call at any hour.
5. May be required to work at heights or in confined spaces.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.