



CITY OF PALO ALTO
invites applications for the position of:
Utilities Safety Officer

SALARY: \$49.55 - \$74.32 Hourly
\$8,588.67 - \$12,882.13 Monthly
\$103,064.00 - \$154,585.60 Annually

OPENING DATE: 08/31/21

CLOSING DATE: 09/19/21 11:59 PM

DESCRIPTION:



The Department

Palo Alto is a city in California that offers a full array of utility services to its citizens and businesses. Because of this, the City has a unique opportunity to partner with the Palo Alto community to enjoy the benefits and achievements of reliable, home-grown, and environmentally-focused utilities. Palo Alto has a tradition of over 100 years of successful public utility operations. It is a tradition that continues to provide the Palo Alto community with safe and reliable utilities service, local decision-making over policies, utility rate-making, environmental programs, and customized services.

The Career Opportunity

The Utilities Safety Officer designs, implements, manages, and continually evaluates the Utilities Department's health and safety programs including utility-specific industrial safety, job-related training programs and investigations within the Department. This position ensures compliance with applicable federal, state and local workplace safety and environmental regulations, including timely completion of mandatory training requirements for the City's electric, water, gas and wastewater utilities. This position works in the office and field, and requires independent judgment and knowledge of principals and practices of health and safety program administration, conducting audits, inspections, investigations and developing applicable training programs.

Ideal Candidate

The ideal candidate will have an electrical background and technical knowledge of regulations and operations to ensure compliance with workplace safety and environmental regulations. Strong experience in developing safety training programs and determining training needs based upon audits of work sites and practices. The successful candidate will be an engaging leader to influence and build a work environment committed to an effective health and safety culture.

The City offers a range of benefits including a retirement plan so make sure to visit our benefits portal [here](#).

Salary is pending formal Council approval.

ESSENTIAL DUTIES:

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Design, develop, and manage the Utilities Department's safety/health program; manage the development and implementation of goals, objectives, policies, and procedures for the safety program in collaboration with others; identify resource needs;
- Lead Department managers and other staff in the development of a safety program;
- Conduct investigations and review injury/accident reports and evidence to determine cause, effect, liability, and prevention methods; recommend and implement modifications to working procedures as needed to reduce and/or eliminate the frequency and severity of accidents and incidents;
- Conduct training and/or arrange for outside vendors/consultants; schedule training and document attendance and maintain related records in a training database; manage contracts for contractors and vendors that provide training;
- Participate in safety inspections and audits conducted by outside agencies; Conduct independent audits of Department facilities/work locations to ensure compliance yearly and as needed to identify potential safety hazards and/or unsafe working conditions;
- Work with managers to identify job-content required training, certifications, and licenses; monitor employees' progress in acquiring or maintaining such requirements;
- Prepare safety information for dissemination to department employees through newsletters and other means;
- Foster employee involvement in workplace and public safety;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

To review the full job description, go [here](#)

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be;

EDUCATION: A Bachelor's degree from accredited college or university with major course work in occupational health and safety, industrial hygiene or a closely related field.

EXPERIENCE: Four years of increasingly responsible experience in the development and administration of safety and training programs and experience in utilities operations or an equivalent combination of education and experience sufficient to perform the essential job functions and possession of the required knowledge and abilities.

For more details on the recruitment and selection process, please contact Erica Greenberg, Recruiter at recruit@cityofpaloalto.org

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MISSION: The Government of the City of Palo Alto exists to promote and sustain a superior quality of life in Palo Alto. In partnership with the community, our goal is to deliver cost-effective services in a personal, responsive and innovative manner.

Application Deadline: Qualified applicants are encouraged to apply promptly: The City of Palo Alto reserves the right to close any recruitment without notice. Positions without a closing date may close at any time. Other recruitments may be limited to a specific number of applicants. Please read job announcements thoroughly for important information.

Selection Process: Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to an oral interview, which may include a written exam and/or practical exam.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at 650 329-2376.

Resumes: are welcome as attachments; however they are not accepted in lieu of a complete City application.

The City of Palo Alto is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.

To Apply visit our website at www.cityofpaloalto.org

Position #202100057
UTILITIES SAFETY OFFICER
EG

Utilities Safety Officer Supplemental Questionnaire

- * 1. Briefly describe your experience in the development and administration of safety and training programs in an utilities operation.

- * 2. In your opinion, what makes a safety meeting productive and engaging?

- * Required Question