**Class Summary**

The responsibilities of this classification include providing safety technical support and assistance to the Wastewater Treatment Division (WTD) Safety and Health section.

**Distinguishing Characteristics**

This is the first level of a three-level series.This position is distinguished from Wastewater Safety Administrator in that incumbents within the Wastewater Safety Technician work independently to support and maintain program databases, data research, and analysis. Incumbents within the Wastewater Safety Administrator are responsible for training other staff, providing lead direction, and applying and practicing advanced investigative and project management skills.

**Examples of Duties**

1. Assist in the development and implementation of safety, emergency management, and employee safety training programs and policies for WTD.
2. Perform research and analysis in support of audits, investigations, and records requests.
3. Conduct air and noise monitoring using safety equipment and tools. Perform hazard evaluations and make recommendations.
4. Perform maintenance, troubleshooting, and system development on WTD software applications.
5. Coordinate safety program evaluations.
6. Develop and maintain databases.
7. Monitor analytical sampling data and compile statistical information to produce relevant reports and recommendations.
8. Perform initial review of accidents/incidents, complaints, and hazard reports for accuracy and completeness.
9. Participate in the coordination of disaster and emergency response and preparedness.
10. Monitor the work of contractors, vendors, and compliance agencies.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of federal, state and local industrial safety and health regulations, including Washington Administrative Code and the Department of Homeland Security

Knowledge of program development, implementation, management, evaluation practices

Knowledge of emergency management, disaster preparedness operations, and techniques

Knowledge of accident and incident investigation practices, techniques, protocols, and hazard analysis

Knowledge of training principles and adult learning styles

Knowledge of the requirements within the Americans with Disabilities Act (ADA)

Knowledge of industrial, environmental, and operating hazards

Knowledge of occupational health risks and interventions

Knowledge of relational data base modeling and design principals

Knowledge of SQL Database Conversion Programming and Server Management

Skill in developing and implementing policies and procedures

Skill in effective verbal and written communication

Skill in problem-solving and analytical thinking

Skills in managing multiple tasks simultaneously

Ability to work nights, weekends, and holidays

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of experience/education/training that provides the required knowledge, skills, and abilities to perform the work

**Licensing, Certification and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Wastewater Safety Technician  Wastewater Safety Administrator  Wastewater Safety and Emergency Manager |
| **Class History** | 09/2022 - Created |