

**EHS TECHNICIAN****SUMMARY:**

Under limited direction, provides highly responsible support for the City's Environmental, Health & Safety Programs and Risk Management-EHS Office. Assists with coordinating and conducting safety and health education development classes as assigned. Under the supervision of the EHS Officer, conducts safety inspections, facility inspection for ADA compliance, accident investigations, safety and workers' compensation training for new employees. Assists in the development of the monthly Safety newsletter and coordinates administrative matters including payment of invoices, and other related items. Performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Conducts safety and workers' compensation orientation for new employees.
2. Conducts driver safety training programs as assigned. Facilitates monthly departmental Safety Committee as assigned.
3. Conducts safety inspections and accident investigations as assigned. Conducts routine scheduled inspections of the City's Above Ground and Underground Fuel Storage Tanks to ensure compliance with local, state, and federal laws. Conducts job site visits of various City work areas to ensure compliance with Safety, Environmental, and ADA accessibility rules and regulations.
4. Coordinates and processes workers' compensation, annual medical physicals, and drug-free workplace testing. Develops and maintains computer database of status and results of all physicals.
5. Prepares training schedules and generates notices.
6. Prepares monthly newsletter as assigned.
7. Performs general administrative functions as required.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. May be required to respond to vehicle accidents and releases of hazardous materials to initiate corrective actions, collect reporting data, initiate drug and alcohol testing on a 24hr basis.
2. Collects and prepares monthly OSHA 200 log of on-the-job accidents and injuries. Prepares annual report of accidents and injuries.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Federal, State and local laws pertaining to Safety, Health, Environmental, and ADA compliance.
- Knowledge of general administrative functions within an office environment.
- Skill with word processing and spreadsheet software.
- Skill in preparing reports, charts, graphs, and general correspondence.
- Ability to handle confidential information discretely.
- Ability to operate standard office equipment.
- Ability to work independently and exercise analytical judgement in accordance with established guidelines.
- Ability to interpret and properly apply complex regulations.
- Ability to communicate effectively in written and verbal presentations.
- Ability to present effective training presentations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves light work in a fast paced office setting. There is frequent need to stand, stoop, walk, sit, lift objects (up to 25 pounds), climb ladders, wear personal protective equipment such as respirator, hard hat, steel toe shoes, drive to other City departments and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in occupational safety, industrial hygiene, Risk Management, life sciences or related field and two (2) years of related experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.