

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Safety Engineer		DWR POSITION NUMBER 1600-3929-077	SAP POSITION NUMBER 50073149	MCR 1
APPOINTEE		SAP PERSONNEL NO.	BRANCH/SECTION DRA/Office of the Division Manager	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: 09				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Arthur Hinojosa		SUPERVISOR'S CLASSIFICATION CEA (Division Manager)
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 7/8/26	
<i>Percent of Time</i>	<i>Activity</i>			
	SUMMARY Under the general supervision of the Division of Regional Assistance (DRA) Manager, the Associate Safety Engineer serves as the safety officer for the Division. Incumbent provides guidance and review on safety related matters and independently conducts audits, safety inspections and accident investigations for DRA's regional and headquarters offices. Incumbent serves as advisor and consultant to DRA on matters related to safety in the field and office, serves as the liaison between DRA and the DWR Safety Office, represents DRA in the DWR Safety Committee, and aids in the development, implementation and training of safe working procedures to be included in the DWR Safety System within DRA. ESSENTIAL FUNCTIONS This position requires the incumbent to exercise competent independent judgment; analyze situations accurately and take effective action; work cooperatively with others, including DWR staff, contractors, and the public; maintain consistent and regular attendance; the ability to communicate effectively, both orally and in writing; and have basic computer skills. This position requires a thorough understanding of State and federal regulatory safety requirements. This position also requires the incumbent to anticipate, recognize, evaluate, recommend, and implement controls for environmental and physical hazards that can affect the health and safety of workers. Incumbent is actively engaged in promoting and supporting the Department's Injury and Illness Prevention Program (IIPP) and future safety goals. Although the position is located in DRA's North Central Region Office, incumbent will be providing support and services to all DRA programs and will be required to frequently travel to the Region Offices. Incumbent will work with DRA Safety representatives and managers to develop and implement safety plans that are regionally appropriate. The specific duties are:			
35%	Assists with the development and implementation of the DWR Safety System procedures and policies and recommends modifications to make them suitable for utilization within DRA. In coordination with the DWR Safety Committee, DRA Safety Subcommittee, and appropriate DWR programs, plans and conducts complex safety engineering inspections of DRA work activities,			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Arthur Hinojosa		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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	workplace/work environment, equipment/machinery, and operations to identify unsafe conditions and implementing proper mitigation processes. Ensures that DRA is applying provisions of the State's safety orders and applicable law and that DRA is in compliance with DWR safety policies and statewide safety regulatory requirements. Provides engineering expertise and analysis on safety issues, including but not limited to; fall protection, outdoor safety, office safety, power and hand tools, traffic safety, ladder, scaffold, hazardous materials, confined space, machine guarding, equipment operation, respiratory protection, water safety, and personal protective equipment; identifies, reports, and maintains records for hazards according to DRA and DWR reporting procedures; reports on deficiencies; analyzes results, recommends, and implements measures to address safety-related concerns and issues; follows up and maintains records to ensure compliance; reviews IIPP, pre-work safety plans, and health and safety plans, for compliance with California Code of Regulations; recommends appropriate action or remedy with regard to safety deficiencies based on results from inspections, audits, and/or requests from DWR employees; provides recommendations for safety recognition based on safety performance; prepares correspondence, reports, or supporting documents. This requires driving a vehicle on public roadways, on dirt roads or uneven terrain.			
30%	In coordination with the DRA Safety Committee, coordinates , conducts, and evaluates safety training courses identified in DRA's IIPP, DWR's Code of Safe Work Practices, DWR's training implementation plan and/or other applicable health and safety plans; identifies, coordinates and provides input on safety training courses for all levels of staff evaluates safety training annually and provides recommendations for changes. As the DRA safety leader, sets a good example on safe practices and continues to take training courses to stay up-to-date on changes in safety regulations.			
20%	Meets and advises DRA and DWR Safety representatives, DRA management, and DWR staff on potential safety problems and remedies; attends and participates in DWR Safety Committee and chairs DRA Safety Subcommittee meetings; provides and ensures consistency of safety communications through messages, bulletins, and safety websites; provides safety-related assistance to DRA management and staff including, but not limited to advice, audits, training, research, inspections, investigations, etc.			
10%	Analyzes policies, procedures, rules, regulations, and safety-related legislation that may impact worker safety; provides reports to DRA management. Acts as a consultant/advisor to DRA in Cal/OSHA compliance, safety related issues, and gives advice and guidance on DWR policy to all staff to provide a safe and healthy work environment. Develops information capturing methods and reports, to ensure DWR is in compliance with Cal/OSHA record keeping regulations. Develops, produces, and maintains Cal/OSHA-required reports and provides such reports to Cal/OSHA inspectors upon request. Analyzes data and develops Safety Trend Analysis for DRA.			

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5%	Conducts and/or participates in investigations of complex and serious accidents and near misses to determine their root cause and means of preventing future occurrences; notifies Division Manager of occurrences; prepares a report in compliance with applicable procedures; reviews health and safety citations, coordinates corrective actions, and maintains records; attends hearings and inquests, provides statements and safety records necessary to help defend any legal actions against DWR. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, on flood, dam safety, SWP facilities, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalEMA and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders. SPECIAL REQUIREMENTS All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. This position requires the possession of a valid State of California driver's license, operation of a motor vehicle on public and private roadways, sometimes over rough, uneven and unmaintained roadways and paths; travel by boat and commercial airlines; and travel to remote locations on overnight and sometimes longer trips. This position requires the ability to enter/exit vehicles, vaults and structures; ability to ascend/descend stairs, slopes and ladders; ability to stoop, kneel, and enter and work in confined, restricted or elevated spaces; ability to move safety equipment and supplies up to 50 pounds; work in remote areas; and able to pass a respiratory physical exam and wear a full face or half face respirator. Incumbent will attend the UC San Diego Extension Professional Certificate "Dual Certificate" covering both Construction and General Industry or an equivalent program approved by DWR Safety Officer. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.						

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