



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department of Resources Recycling and Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 26-042	Classification Title: Associate Safety Engineer	Position Number: 835-370-3929-002
Incumbent Name: Vacant	Working Title: Associate Safety Engineer	Effective Date: TBD
Tenure: Limited Term	Time Base: Full Time	Intermittent Hours Per Month: N/A
Division/Branch: AFITS/Safety	Section/Unit: Safety Section	Reporting Location: Sacramento
Supervisor's Name: Kristen Kelly	Supervisor's Classification: Sr. Safety Engineer	CBID: R09
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement:

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.



Position Description:

Under general direction of the Senior Safety Engineer in the Health and Safety Section, the incumbent will perform a broad range of duties to support the Health and Safety Section. The incumbent will perform difficult industrial safety work through the recognition, evaluation, and control of workplace and environmental hazards. The incumbent shall work independently performing research and analysis, development of program recommendations and implementation of CalRecycle's health and safety programs and policies. This is a full journey level position and will be used as a safety expert and in a lead capacity. The incumbent will support the Department's Local Enforcement Agency (LEA) equipment loan program; environmental field site visits, remediation, and emergency debris clean-up activities with the collection, analysis, and evaluation of environmental monitoring data to determine and ensure occupational and public health and safety. Incumbent may assist in preparing and presenting technical training classes to CalRecycle staff as well as LEAs. All duties require knowledge of physical hazards, chemical and biological properties of solid waste, household hazardous waste, tires, electronic waste, used oil and recyclable materials and the effects these materials and/or wastes have on the environment and public health and safety.

This position may be deployed on Emergency Debris Recovery projects and act as the Site Safety Officer. This position is subject to successful completion of medical requirements defined in CalOSHA Title 8, 5144 for Respiratory Program and CalOSHA Title 8, 5192 Hazardous Waste Operations and Emergency Response.

Under the general direction of the Emergency Debris Recovery Incident Commander, the incumbent shall work in cooperation with the Department's disaster debris recovery assistance program, a critical and sensitive public health and environmental program of significant importance to the Department. As the Site Safety Officer, the incumbent will apply technical knowledge and experience of disaster recovery program laws, regulations, and policies, projects, and the applicable provisions of the Labor Code; be familiar with CalOSHA Title 8 program requirements; hazard recognition, best business practices for work activities in both the construction and general industry, ability to conduct safety inspections, incident investigation, consultation, training, and technical report writing associated with the construction, and general industry disciplines; methods of developing and presenting evidence in administrative and formal legal hearings.

EMERGENCY DEBRIS RECOVERY ESSENTIAL FUNCTIONS

100% Provide daily safety oversight to field operations on Emergency Debris Recovery projects as the Site Safety Officer. Monitor and evaluate site safety hazards and risk; advise CalRecycle and Contractor field crews and other team members on deficiencies and propose alternative mitigations to ensure field staff health and safety; investigate incidents, illnesses or injuries and make recommendations for corrective action; maintain records, to ensure compliance with current construction and general industry safety orders.

Develop and maintain the Site Safety and Health Plan. Review construction documents including IPPs, pre-work safety plans, community safety plans, for compliance with California Code of Regulations, and CalOSHA Title 8; provide input on safety plans for contracted personnel; recommend appropriate action or remedy with regard to safety deficiencies based on results from assessments; prepares correspondence, reports, and supporting documents. Conduct daily safety meetings with field teams.



Essential Functions (including percentage of time):

- 25% Analyze safety related policies, rules, regulations, and laws that may impact worker safety and provide reports to management. Act as a consultant and advisor to management and staff on Cal/OSHA compliance, safety related issues, and provide verbal and written interpretations of safety orders associated with industrial, construction, engineering, and environmental field work. Provide guidance on departmental policy to both office and field staff to provide a safe and healthy work environment. Compile data, information, and reports to ensure the Department is in compliance with Cal/OSHA record keeping regulations. Analyze data, develop, and advise management on safety trends.
- 20% Provide technical and regulatory assistance: monitor construction work sites; ensure procedures are followed and personal protective equipment is used. Interpret and apply applicable Cal/OSHA, construction safety orders, applicable laws and appropriate department policies. Respond to emergencies; conduct investigations; maintain records. Attend meetings and provide health and safety technical expertise.
- 15% Identify, prepare, develop and present environmental health and safety training programs for staff in order to implement the Health and Safety Program. Training duties include presentations as classroom lecture, one-one training, and web/computer based.
- 10% Perform field activities and conduct real-time environmental monitoring (physical or instrumentation) in order to collect and record data to evaluate industrial, environmental and occupational exposure to ensure environmental public health and safety. May accompany field designated staff on site visits on an as needed basis.
- 10% Represent the department as a safety subject matter expert with other departments and agencies. Analyze proposed legislation or regulations to determine the impact to the Department's occupational health and safety program. Apprise management of potential impacts. Develop or revise policies, procedures, processes, and training to address new requirements.

Marginal Functions (Including a percentage of the time):

- 10% Assist with contract management of statewide contracts that support instrumentation services to ensure environmental public health and safety. Duties include development of proposals, selection of contractors and managing of contracts.
- 5% Assist in the development, implementation, tracking and recordkeeping of CalRecycle's Health and Safety Programs. Such programs include medical surveillance, Health and Safety field refresher training, FA/CPR/AED, and other specialty training.
- 5% Act as lead or on behalf of the Senior Safety Engineer when they are out of the office.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.



Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):

- ☐ Duties performed may require pre-employment and/ or routine screenings
(background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☒ Other (Explain below)

Explanation:

This position is subject to successful completion of medical requirements defined in CalOSHA Title 8, 5144 for Respiratory Program and CalOSHA Title 8, 5192 Hazardous Waste Operations and Emergency Response.



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Supervisor Statement

Department of Resources Recycling and Recovery
AFITS/Human Resources Section

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date