



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5055

SAFETY TECHNICIAN

GRADE I

SCOPE OF WORK:

Work involves assisting with and monitoring of occupational safety, environmental health, disaster, risk management, and/or emergency management programs.

DUTIES PERFORMED:

- Assist with safety programs to reduce or eliminate occupational injuries, illnesses, death, or financial losses; conduct on-going safety training programs.
- Conduct inspections and evaluations of health and environmental safety programs; make recommendations to management; assure compliance with applicable rules and regulations.
- Oversee hospital's pager system; ensure employee emergency pagers are operational; make minor repairs.
- Process employee incident reports; follow up as needed.
- Lead the Material Safety Data Sheets (MSDS) program; ensure all chemicals in facility are documented in tracking system; train employees on accessing database to ensure proper storage, disposal, safe handling procedures, and minimize spill containment and exposure.
- Lead the lead paint program; oversee abatement and sampling of paints samples; resolve insurance issues stemming from the use of lead paint.
- Coordinate plans and procedures for disaster emergency management in conjunction with other state and local agencies.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and a combination of four years of training, education, and/or work experience in safety compliance or operations. Certification may be required based upon position to be filled. Certification may be required by the employing agency at the time of recruitment.

Eff. Date: 07/13