
POSITION TITLE

Safety and Training Specialist—Water Reclamation

Safety and Training Specialist (Water Reclamation)

Department of Public Utilities / Division of Water Reclamation

Salary \$60,284.64 - \$70,928.00 Annually

Location: Toledo, OH

Job Type: Full-Time

Job Number 2024-00732

Opening Date 08/21/2025

Closing Date: Continuous

POSITION SUMMARY:

Under direction, performs work of considerable difficulty in the development, implementation and coordination of employee training programs for a division and in carrying out a variety of divisional safety program functions in cooperation with the departmental safety program and subject to the interpretations of Human Resources directives and policies; performs related work as required.

ESSENTIAL JOB FUNCTIONS:

Designs, schedules, monitors, coordinates and/or conducts in-house employee training and re-training programs.

Coordinates vendor training on new equipment and technical procedures.

Utilizes a variety of training aids such as computers, videos, and printed materials.

Works closely with administrators and supervisors to assess training needs for individuals and sections.

As a trainer, evaluates individuals' participation in and completion of training sessions.

Coordinates utilization of non-departmental safety and training resources with Human Resources consistent with City and departmental policies.

Acts as the primary liaison between the division and Human Resources on safety and training issues.

Facilitates investigation of accidents and reports of unsafe conditions to Human Resources and arranges for corrective action through appropriate channels.

Performs routine safety inspections of the division.

Makes recommendations concerning accident/injury prevention.

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Coordinates compliance with federal and state safety regulations pertinent to the division in cooperation with the departmental safety programs.

Coordinates and may perform or assist in performing maintenance, storage and fitting of safety equipment.

Coordinates required safety related medical examinations.

Recommends purchases of safety equipment and training materials.

Assists in the development of training and safety budgets.

Maintains detailed training records of division personnel.

Maintains records and prepares reports and correspondence as needed.

Performs other special projects as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

The Organization and development of training programs.

Training methods and techniques.

City of Toledo safety rules and regulations.

State and federal codes and regulations pertaining to safety.

Confined space entry procedures.

Record keeping procedures.

Chemicals, gases and organic materials associated with wastewater and storm water collection.

Divisional operational and maintenance procedures.

Bargaining unit agreements covering divisional personnel.

OSHA regulations as well as any City of Toledo safety procedures.

Safety and accident/injury investigations.

Skill in:

Verbal and written communication including public speaking.

Computer skills, including Microsoft Word and Excel/data analysis.

Planning, organizing and coordinating training programs.

Coordinating or carrying out various safety program related functions.

Analyzing data, defining problems and recommending solutions.

Operating audio-visual equipment and personal computers.

Ability to:

Effectively plan, organize, schedule and prioritize work assignments and tasks.

Be flexible and adaptable.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representative and clients.

REQUIRED EDUCATION, EXPERIENCE, AND CERTIFICATIONS:



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Graduation from an accredited college or university with an Associate's Degree in Occupational Safety, Environmental Science, Chemistry, Biology, Engineering Technology, Communications, Business, Public Administration, or a closely related area.

Two (2) years of responsible experience in conducting safety and training programs in general industry.

Additional or Special Requirements:

Must possess a valid driver's license.

Professional operator certification by the State of Ohio EPA as a Class I; Water Supply, Water Distribution, Wastewater Treatment, or Wastewater Collection System Operator or an equivalent certification from another state is desirable.

Must complete an approved water or wastewater treatment operations training course within one (1) year of appointment. (see list of approved courses below).

Possession of a course completion card from an OSHA 30-hour or OSHA 10-hour General Industry training class, OSHA 30-hour or OSHA 10-hour Construction Safety training class or other accredited safety certification is desirable.

Must obtain one (1) of the aforementioned OSHA cards within one (1) year of appointment.

PREFERRED EDUCATION, EXPERIENCE AND CERTIFICATIONS:

Bachelor's Degree in Occupational Safety, Environmental Science, Chemistry, Biology, Engineering Technology, Communication, Business, Public Administration, or a closely related area is preferred

Approved Courses:

Owens Community College ENV 103 Introduction to the Water Treatment Profession

Owens Community College ENV 230 Wastewater Treatment

Owens Community College ENV 235 Water Treatment

360 Water, Water Treatment Course

360 Water, Wastewater Treatment Course

The American Water Works Association Water Treatment Operator Level 1

The Ohio Water Environment Association (OWEA) Wastewater Training Academy

The Operator Training Committee of Ohio (OTCO) Basic Water Course

The Operator Training Committee of Ohio (OTCO) Basic Wastewater Course

Additional courses will be considered pending pre-approval by an administrator.

PHYSICAL DEMANDS:

The physical demands described within this job description must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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In this position, the employee will frequently sit, but will need to stand and walk occasionally navigating across stairs and uneven surfaces. The employee will occasionally drive a city vehicle. This employee will occasionally lift and carry up to 25 pounds. This employee will frequently utilize a computer with mouse, copier, check emails and use the telephone.

WORK ENVIRONMENT:

The work environment described within this job description will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will frequently work indoors with an occasional need to work outdoors and travel to multiple worksites. The noise level in the work environment will vary from low to high. The employee will often be required to work in slippery/wet conditions and will be required proficiency in confined space entry. This employee will be required to wear personal protective equipment. This employee will be exposed to occasional dust and odors/engine exhaust.

Class Code: Safety and Training Specialist 3484

Where to Apply:

<https://www.governmentjobs.com/careers/toledooh/jobs/1242602/safety-and-training-specialist-water-reclamation?pagetype=jobOpportunitiesJobs>

In order to apply for jobs with the City of Toledo, all applicants must have a valid email address and create a governmentjobs.com profile.

Equal Opportunity

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Questions- please call
419-245-1500