

ORDINANCE: 1716

ORIGINAL

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON,
SETTING 1993 PAY RATES FOR CERTAIN CLASSIFICATIONS

WHEREAS, reorganization of departmental functions and changes in the scope and responsibilities of a certain position has caused it to be reclassified which should now be reflected by a change to the City's "G" Pay Plan, RCHEA; now, therefore

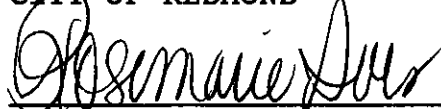
THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON DO
ORDAIN AS FOLLOWS:

Section 1. "Pay Plan G", covering the Redmond City Hall Employees Association (RCHEA) bargaining unit, adopted by Ordinance 1712 is hereby amended, to implement the approved new classification of Safety Coordinator as set forth in Exhibit "A" attached hereto and incorporated by this reference as if set forth in full.

Section 2. The change to Pay Plan G effectuated by this ordinance shall be effective 5 January 1993.

Section 3. This ordinance, being an administrative action is not subject to referendum and shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper.

CITY OF REDMOND


MAYOR, ROSEMARIE IVES

ATTEST/AUTHENTICATED:


CITY CLERK, DORIS A. SCHAIBLE

APPROVED AS TO FORM:
OFFICE OF THE ATTORNEY

BY: 

FILED WITH THE CITY CLERK: December 23, 1992
PASSED BY THE CITY COUNCIL: January 5, 1993
PUBLISHED: January 10, 1993
EFFECTIVE DATE: January 5, 1993
ORDINANCE NUMBER: 1716

CITY OF REDMOND

**PAY PLAN "G" RCHEA
(For classifications covered by the
Redmond City Hall Employees Association bargaining unit)**

CLASSIFICATION ALIGNMENT

Effective: 01 January 1993

Pay Grade

0

1

2 Van Driver

3 OFFICE CLERK
Data Entry Clerk

4 Printer's Assistant Preschool Teacher

5 Office Assistant

6 ACCOUNTING CLERK

7 SENIOR OFFICE ASSISTANT
Secretary

8 Accounting Assistant
Recreation Program Assistant

9 ADMINISTRATIVE SECRETARY Senior Recreation Program Assistant
Printing Technician

10

11 ENGINEERING AIDE System Application Coordinator
Senior Accounting Assistant Deputy City Clerk
Planning Technician PC Support Consultant
Office Supervisor Paralegal
Senior Services Specialist Assistant Recycling Program Coordinator
Water Conservation Coordinator* Permit Technician

* Exempt Positions

ALL CAPS: Benchmark Positions

Pay Grade

12	Engineering Technician	Safety Coordinator*
13	Building Inspector Systems Technician Senior Engineering Technician	Recreation Coordinator* Recycling Program Coordinator*
14	Applications Support Consultant* SENIOR BUILDING INSPECTOR Code Enforcement Officer*	Community Information Coordinator* CONSTRUCTION INSPECTOR
15	PLANNER* Lead Construction Inspector	Senior PC Support Consultant*
16	Plans Examiner* Park Planner* Senior Planner*	Human Services Planner* CIVIL ENGINEER*
17	SENIOR CIVIL ENGINEER*	

* Exempt Positions
ALL CAPS: Benchmark Positions

Ordinance No. 1716

EXHIBIT "A"

ATTACHMENT A

Class No. 2511

CITY OF REDMOND

CLASSIFICATION DESCRIPTION

JOB TITLE: Safety Coordinator REPORTS TO: Risk Manager

DEPARTMENT: Finance DATE:

GENERAL FUNCTION:

Works directly with the Risk Manager to analyze risks associated with city job positions, operations and facilities. Coordinates and conducts safety programs with an emphasis on safety training to eliminate or reduce job related injuries associated with those risks.

PRIMARY WORKING RELATIONSHIPS WITH:

Risk Manager, State Labor and Industries officials, WISHA representatives, safety consultants and vendors.

ESSENTIAL JOB FUNCTIONS: (See Note)

Each of the following duties is an implied ability.

1. Develops, implements and administers a comprehensive City-wide safety program.
2. Recommends proper measures to assure a safe workplace and safe work practices for City employees and conducts appropriate follow up activities.
3. Ensures City compliance with applicable laws, ordinances, policies and guidelines concerning safety and health.
4. Develops, coordinates and conducts safety related training programs dealing with a variety of safety topics such as defensive driving, flagging and back care.
5. Prepares materials and handouts on safety and loss control for distribution to City employees.
6. Performs job safety analysis to determine the level and degree of risk associated with city job tasks and provide recommendations.
7. Assists departments in the establishment and development of safety committees and acts in an advisory capacity.
8. Maintains accurate records related to safety activities such as safety inspections, safety training and accident investigations, prepares reports and makes recommendations as required.
9. Administers and provides technical support in the development and implementation of the city safety program. Works closely with the safety committees of the various departments to ensure that the safety goals of the City are met.

Note:

- (1) All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- (2) While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
- (3) This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

WORKING CONDITIONS:

Duties are primarily performed in an office environment, but will be expected to inspect job-sites, accident scenes and outlying operation centers. May require occasional emergency response on call 24 hours/day.

PHYSICAL ACTIVITIES:

Sedentary work. On rare occasions may be exposed to adverse environmental conditions. May be required to stand for long periods of time. Lifts and carries boxes, large books, usually not exceeding 30 lbs.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of the following:

- Equipment used by the City and its various departments.
- Loss control methods and safety equipment.
- Codes and regulations used by the Department of Labor and Industries.
- Washington State Administrative Codes (WAC), the general safety and health standards, and the Manual on Uniform Traffic Control Devices (MUTCD).

Demonstrated ability to:

- Plan, organize and implement safety related programs.
- Express oneself clearly and concisely, both orally and in writing, and before large and small groups.
- Establish and maintain effective working relationships.

MACHINES, TOOLS, EQUIPMENT AND/OR OFFICE MACHINES:

Personal computer, copy machine, fax machine, automobile, forklift, other related safety equipment.

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D., and five years experience in the job safety field, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

LICENSES AND OTHER REQUIREMENTS:

Certified to instruct on various safety-related subjects such as:

Defensive Driving
Safety Analysis
Accident Investigation
Flagging and Traffic Control
Safety Inspection

Valid Washington State driver's license.

FLSA Status: Exempt (Administrative)

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