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## Job details

Job 1 of 1

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**Bulletin Number** 29492BR  
**Type of Recruitment** Transfer Opportunity  
**Department** Probation  
**Position Title** SAFETY ASSISTANT  
**Filing Type** Open Continuous  
**General Information**

**\*\*DO NOT APPLY ONLINE\*\***

The Probation Department Administrative Services Bureau is seeking a well-qualified individual to fill the position of **Safety Assistant**.

**Requirements** All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **SAFETY ASSISTANT**.

**HOW TO APPLY**

**\*\*DO NOT APPLY ONLINE\*\***

Qualified candidates are invited to submit the following documents:

1. Resume with cover letter and employee number
2. Copies of last two (2) Performance Evaluations and Time History Report (Prime Variance only) for the last two (2) years.

**Daniel Aceves**  
**Administrative Services Bureau**  
**Human Resources Division**  
**Risk Management Unit**  
**9150 East Imperial Highway**  
**Downey, Ca. 90242**

Please email documents to: [daniel.aceves@probation.lacounty.gov](mailto:daniel.aceves@probation.lacounty.gov) with subject line: "**Safety Assistant**." In your email, please provide your name, telephone number, and position title.

**Desirable Qualifications**

- Strong organizational skills
- Strong verbal and written communication skills
- Strong analytical skills
- Strong interpersonal skills
- Ability to meet deadlines and multi-task

- Proficient in Microsoft Office

**Duties**

- Coordinates safety inspections with Saftey Inspectors, Management Services Bureau, vendors and employees.
- Ensures ergonomic equipment is ordered timely, delivered, installed and operating as intended.
- Ensures timely correction of deficiencies identified during saftey inspections of facilities or reported to Risk Management.
- Assists in expediting the processing of ergonomic equipment requisition forms.
- Supports the Safety Inspector by providing oversight for hazard mitigation and special projects.
- Assists with Cal/OSHA complaints by researching and following up with departmental facility managers to ensure compliance.
- Participates in Incident Command System training and maintains a level of knowledge to support response.
- Under the direction of a Safety Officer, conducts work site and field monitoring inspections using air, sound, and other monitoring devices as needed.
- Assists in maintaining and verifying statistical records, writing reports utilizing spreadsheet and database software and preparing correspondence.

**Vacancy Information**

This transfer opportunity may require reporting to two locations; 9150 East Imperial Highway, Downey, Ca. 90242 and 4549 Telegraph Rd. Commerce Ca. 90022

**\*THIS IS NOT A CIVIL SERVICE EXAMINATION\***

**Contact Name** Daniel Aceves  
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**Job Field** Health Other

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