Human Resources
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Safety Compliance Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP112	**Planning, Development & Protection**	**Safety Compliance Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**September 17, 2026**

The Safety Compliance Specialist supports environmental health and safety initiatives across County facilities. Ensures compliance with federal, state, and local regulations—such as OSHA and ADA—particularly concerning environmental hazards like asbestos and lead-based paint. Promotes safety awareness, facilitates training programs, and assists with planning, development, and reporting of environmental and safety program goals. It requires strong collaboration and communication across departments and with regulatory agencies.

Job Description

DUTIES AND RESPONSIBILITIES

- Monitors and reports on safety and environmental compliance across all phases of County construction and remodeling projects in accordance with OSHA standards.
- Supports the development and implementation of environmental hazard programs, including asbestos and lead-based paint assessments, abatement processes, and related documentation.
- Facilitates OSHA compliance by building relationships with departmental representatives, conducting training workshops, and overseeing initiatives such as the respiratory protection program.
- Prepares reports with findings and recommendations for safety and environmental programs.
- Provides regular updates on project status to departmental contacts using a variety of communication methods.
- Assists in the development and maintenance of the Facility Condition Index database for monitoring program activities and objectives.

- Participates in departmental safety meetings and provides technical support for safety-related discussions and initiatives.
- Coordinates hazardous waste disposal in compliance with regulations and maintains detailed records for all County facilities.
- Oversees the application and issuance of air quality permits as required for facility operations.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Health and Safety or a related field.
- One (1) year of work experience in industrial health or health and safety compliance.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Completion of FEMA training(s) as assigned to the position.
- Within nine (9) months of hire, successfully complete and maintain certifications in NORMI Qualified Mold Inspector (QMI), EPA/OSHA Level II Asbestos Operations and Maintenance Training, EPA Lead-Safe Renovation Repair and Painting Training, and either OSHA 500 or OSHA 501.

WORKING CONDITIONS

- Primary duties are performed indoors in a climate-controlled environment.
- Occasional outdoor work is required, with exposure to varying weather conditions.
- Outdoor surfaces may be even or uneven and include concrete, asphalt, natural terrain, gravel, snow, or ice.

- Indoor surfaces may include carpet, tile, or concrete and may be wet or dry.
- Work is performed independently, with or without supervision. May also work as part of a team or group.
- Potential hazards include the use of ladders, stairs, County vehicles, solvents, fire retardants, electricity, and environmental toxins (e.g., mold, asbestos, lead).

EQUIPMENT, TOOLS, AND MATERIALS

- Uses safety equipment including, but not limited to safety glasses, respiratory protection, hard hats, and other personal protective gear.
- Operates standard office equipment including telephone, computer, calculator, fax machine, copier, and typewriter.
- Handles a variety of paperwork and documentation as part of essential job duties.
- Uses County vehicles and specialized safety equipment during field inspections and related tasks.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver’s License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.