GENERAL STATEMENT OF JOB

This is a highly responsible administrative, professional and technical position responsible for developing, coordinating and administrating Citywide safety programs including safety inspections, new and existing health and safety training, incident investigation, and analysis of safety and health trends. This position reports to the Human Resources & Risk Management Director.

ESSENTIAL JOB FUNCTIONS

1. **SAFETY PROGRAM:** Is responsible for coordinating with each individual department to develop and recommend specific safety/loss prevention policies and procedures. Ensures that departments are in compliance with the City’s established policies and procedures and ensures compliance with all applicable local, state and federal laws.

2. **SAFETY TRAINING:** Responsible for the development and implementation of safety educational training programs for supervisors and employees, and providing updates on latest governmental regulations. Works in conjunction with the Training and Records Coordinator in maintaining employee safety training and certification records. Meets with appropriate City staff to determine safety training needs and ensuring successful program outcomes.

3. **INCIDENT INVESTIGATION:** Oversees and coordinates the investigation of accidents and conducts inspections of various City work sites, facilities, and vehicles to identify potential or existing unsafe working conditions, and ensures work is performed in adherence to established safety procedures. Collects and analyzes data relating to occupational accidents trends and recommends corrective action on findings for executive management evaluation and decision making.

4. **SAFETY COMMITTEE PROGRAM:** develops and oversees the City’s Safety Committee Program. Keeps abreast of current developments in safety and accident prevention programs; researches and analyzes trends in safety, and recommends policy adjustments as needed. Develops and maintains safety training materials and ensures availability to all City employees.
NONESSENTIAL JOB FUNCTIONS

1. Partners with Human Resources and Risk Management to review job descriptions and provides recommendations on safety related sections.
2. Performs other work as assigned.

MINIMUM QUALIFICATIONS

Graduation from a four-year accredited college or university with a Bachelor’s Degree in Industrial or Safety Engineering, Occupational Safety and Health, Risk Management, or a related field. Minimum of three years progressively responsible experience in safety administration and risk management, or equivalent combination of education, training and experience. Related experience with OSHA Compliance is preferred. Public utility experience is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of loss control techniques, safety rules and regulations, and occupational safety policies and procedures.
- Knowledge of training principles and practices. Ability to establish and maintain effective working relationships with City employees.
- Knowledge of the operations and functions of a computer. Knowledge of the basic principles and practices of office operations. Ability to communicate clearly and concisely both orally and in writing.
- Skill in identifying, establishing and implementing safety standards, policies, and procedures for the City.
- Skill in developing and promoting safety awareness.
- Ability to follow prescribed procedures and practices. Organizational skills to maintain a variety of records and data.
- Ability to work with multiple and/or complex issues. Willingness to cross-train with other Risk Management Programs to meet service demand independently and with a minimum of supervision.
- Ability to follow oral and written instructions. Ability to meet deadlines. Ability to remain calm in stressful situations.
- Ability to use a variety of office equipment, i.e., computer, copier, and multi-line telephone.
- Must be detail-oriented, creative, and able to learn new concepts quickly.
• Must exercise a high degree of confidentiality and integrity.

LICENSES/CERTIFICATIONS

Valid Florida Driver's License

Preferred Certifications: Certified Safety Professional (CSP)

RESIDENCY REQUIREMENTS

Not applicable

Assigned City Vehicle

Yes_____ No____ X____

*This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).