

PERSONNEL COMMITTEE

13-0255R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF SAFETY COORDINATOR AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of safety coordinator, which were approved by the civil service board on May 7, 2013, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 133, \$3,884 to \$4,595 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:


Department Director

Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

HR TS:ao 5/3/2013

STATEMENT OF PURPOSE: A review of the overall safety program for the city indicated a need within several operating departments for a hands-on safety position. The safety coordinator position will assist and support departmental and city-wide safety efforts, and is intended to function as the hands-on safety person for specific operating departments as needed. This classification will serve as the liaison between the employees on the jobsite, the safety & training officer and departmental managers; and will help departmental employees and managers in identifying safety risks and hazards, assist in compliance issues,

and provide overall safety support. The classification will also perform safety inspections, investigate accidents, conduct safety training, conduct environmental tests, coordinate loss prevention efforts, and perform other safety functions to minimize risk for the city. The pay range negotiated for the classification is Range 133, \$3,884 to \$4,595 per month.

SAFETY COORDINATOR

SUMMARY/PURPOSE:

To function as the safety coordinator for an operating department. Incumbents perform safety inspections, investigate accidents, conduct safety training, conduct tests for potentially hazardous substances, coordinate loss prevention efforts, and perform other safety functions to minimize risk for the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Interpret rules, regulations, and procedures for management and employees;
2. Counsel employees and management regarding assigned areas of responsibility and make recommendations for solutions to safety problems and identified risks;
3. Coordinate and conduct safety inspections, assessments, surveys, and program evaluations to identify potential hazards, and ensure compliance with all applicable safety and environmental rules and regulations.
4. Conduct follow-up inspections and track risks/hazards/discrepancies in accordance with the City's Safety Program.
5. Assist in the administration of the drug and alcohol testing program.
6. Perform and assist in incident investigations, prepare reports, and maintain records as needed; and ensure that necessary corrective actions are implemented to prevent recurrence of similar incident.
7. Develop safe work practices and prepare safety manuals for designated operating department(s).
8. Assist in developing the City's environmental, health and safety regulations and policies.
9. Facilitate monthly safety meetings for designated operating department(s).
10. Assist in planning, developing, scheduling and delivering environmental, health, and safety education and training programs.
11. Assist with administration of workers' compensation program to determine areas for increased training and emphasis on accident prevention.
12. Maintain complete and accurate records as required.
13. Perform duties as assigned.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required

1. Education and Experience requirements:
 - A. Bachelor's degree in any field or an Associate's degree in a technical or scientific discipline and possess at least two years of experience where safety is at least 35% of the primary duties; or
 - B. Associate's degree in Safety, Health or the Environment or a closely related field; or
 - C. A combination of education and/or experience where safety is at least 35% of the primary duties totaling five years.
2. License Requirements:
 - A. Possession of a valid Minnesota Driver's License or equivalent.
 - B. Must obtain Natural Gas Operator Qualification (OQ) certification within six months of the date of hire.

- C. Must obtain Occupational Health and Safety Technologist (OHST) certification within two years of appointment. Certified Safety Professional (CSP) preferred.

3. Knowledge Requirements:

- A. Knowledge of the City organization, operations, policies and procedures.
- B. Knowledge of principles, techniques, and methods of risk identification, accident prevention and loss control.
- C. Knowledge of industrial hygiene principles and practices.
- D. Knowledge of federal, state, and local health and safety laws, regulations and standards.
- E. Knowledge of the principles associated with the provision of a safe working environment involving safe working practices and procedures;
- F. Knowledge of training techniques and practices.
- G. Knowledge of the general principles and practices of program administration.
- H. Knowledge of record-keeping principles and practices.
- I. General knowledge of worker's compensation laws and benefits.

4. Skill Requirements:

- A. Skill in understanding, interpreting and applying relevant City rules and regulations.
- B. Skill in assembling data and preparing summaries, analysis, recommendations and reports.
- C. Skill in maintaining accurate records.
- D. Skill in applying loss control procedures to problem solving and accident causation/prevention identification.
- E. Skill in site and equipment inspection.
- F. Skill in analyzing and organizing information to develop, evaluate, and improve safety and training programs.
- G. Skill in using a PC and applicable software applications, including word processing, database, spreadsheet and presentation packages.
- H. Skill in making presentations before groups.

5. Abilities Requirements:

- A. Ability to identify training needs and to facilitate and/or provide educational programs to meet those needs; and to conduct training on a variety of subjects.
- B. Ability to understand and implement oral and written instructions.
- C. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
- D. Ability to establish and maintain effective working relationships with those contacted in the course of work.
- E. Ability to set up and use a wide variety of audio-visual tools.
- F. Ability to work independently without direct supervision and with multiple tasks.
- G. Ability to work under pressures of time constraints and conflicting demands.
- H. Ability to interpret, explain and apply applicable laws, codes, regulations and guidelines.
- I. Ability to maintain and ensure the confidential nature of the safety information and records.

6. Physical Abilities Requirements:

- A. Visual acuity sufficient to operate motor vehicle, use a digital camera, and inspect accident areas, including close vision and the ability to adjust focus.
- B. Ability to operate a computer keyboard; and handle, operate or feel objects, tools or controls.
- C. Ability to routinely lift and carry equipment weighing up to 25 pounds and occasionally lift and carry equipment up to 50 pounds.
- D. Ability to frequently stand and walk and to occasionally bend, stoop, crouch, climb, reach and balance as necessary to conduct inspections.
- E. Ability to attend work on a regular basis.

Anlst: TS	Class:	Union: Basic	Pay:	CSB:
CC:	Res:	EEOC: Technician	EEOF: Utilities & Transportation	WC:

DRAFT