

SAFETY & TRAINING OFFICER

PURPOSE: Perform supervisory and administrative work in directing a comprehensive occupational safety and health program for City of Duluth employees.

FUNCTIONAL AREAS:

1. Administer the city's health, safety and related training programs.
 - * A. Plan, direct, and coordinate an overall occupational safety and health program for city employees.
 - * B. Develop and manage a variety of specific environmental, health, and safety programs necessary to achieve and maintain compliance with environmental, health and safety regulations.
 - * C. Set goals, priorities and broad objectives for safety and training in collaboration with directors, managers, and employees in order to reduce the cost, severity and frequency of accidents and illnesses.
 - D. Identify program operations costs and provide input to annual budget preparation.
 - * E. Identify and prioritize safety training needs and potential training participants based on pertinent regulations and specific needs identified by city departments, workers' compensation experience, and historical data.
 - * F. Develop, coordinate and present a variety of occupational health and safety training programs; identify and arrange for the presentation of specialized training by outside vendors when necessary.
 - * G. Respond to questions and resolve employee complaints and concerns regarding health and safety.
 - * H. Serve on the Accident Review Board and safety committees and advise management of their activities.
 - I. Maintain liaison with public and private safety organizations outside the city.
 - * J. Coordinate the safety activities of all safety and training personnel to ensure maximum benefit across the entire City.
2. Supervise and participate in work site investigations.
 - * A. Conduct scheduled and unscheduled workplace inspections to ensure compliance with applicable laws and regulations.
 - * B. Issue orders to temporarily close unsafe work sites when necessary.
 - * C. Notify appropriate departmental authority and Chief Administrative Officer (CAO) of violations of safety and environmental regulations and codes.
 - * D. In consultation with departmental authority, determine appropriateness of corrective or disciplinary actions to eliminate recurrence of violations.
 - * E. In consultation with departmental authority, issue written directives to correct deficiencies, and follow up to ensure that violations have been corrected.
 - * F. Initiate work order or contact vendor to correct problems, or recommend improvements or changes in safety procedures or equipment.
 - * G. Analyze hazards and develop risk assessments for both worksites and public city areas, and develop policies, plans, and procedures to minimize risk.
3. Manage policy and procedure administration.

- * A. Evaluate and review operating procedures and safety precautions to minimize the potential for accident, injury, or illness.
 - * B. Develop, recommend, and/or implement new policies, programs, procedures, or equipment.
 - * C. Enforce safety policies by conducting inspections, reporting statistics, and counseling managers and employees; and making regular reports to the CAO.
 - * D. Investigate safety and health complaints submitted by management, employees, the public and regulatory agencies, evaluate and recommend solutions, implement communicate solutions to affected parties.
 - * E. Provide technical expertise and advice to management and work units in decision-making that affects the City's loss profile.
4. Supervise and participate in accident/incident investigations.
- * A. Investigate and analyze reports of injury, property damage, and occupational disease to determine causative factors and recommend corrective actions.
 - * B. Direct the collection, investigation, and analysis of accident and work-related injury/illness data; and the preparation of occupational safety and health reports.
 - * C. Create and maintain a records system to measure accident/incident cost and program effectiveness, and to facilitate management reporting.
5. Supervise assigned staff.
- * A. Prioritize, schedule, and assign work, including developing yearly duty schedules.
 - * B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
 - * C. Establish work standards, provide coaching and feedback, and conduct employee evaluations.
 - * D. Discipline assigned personnel as necessary.
 - * E. Provide for the training of employees in proper and safe work methods and procedures.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written instructions.
 - * I. Determine fiscal requirements and prepare budgetary recommendations; and monitor, verify and reconcile expenditure of budgeted funds.
6. Perform related duties.
- * A. Determine need for medical specialists, industrial hygienists, property protection specialists and other professionals to assist in identifying and reducing conditions affecting the City's loss profile, and recommend such services to appropriate management personnel.
 - * B. Develop and direct the City's hazardous waste program, including inspecting and evaluating the maintenance and disposition of hazardous materials stored within the city and making recommendations as appropriate.
 - * C. Review and recommend revisions to purchasing and contracting specifications to ensure compliance with health and safety regulations.

- D. Annually review and purchase required fire/boiler policies for city properties.
- E. Provide backup and oversight of the DOT drug testing program.

JOB REQUIREMENTS

Education & Experience

- † Master's degree in Environmental Health & Safety, Industrial Safety, Occupational Health & Safety, or a related field, plus at least two years of experience managing safety, health and environmental programs.

License Requirements

- † A. Possession of a Minnesota Class "D" driver's license or privilege upon appointment and thereafter.
- B. Ability to obtain certification as a Safety Professional (C.S.P) within one year of appointment.

Knowledge Requirements

- † A. Thorough knowledge of the principles, practices, procedures, and equipment related to loss control and occupational safety and health.
- † B. Thorough knowledge of industrial hygiene principles and practices.
- † C. Thorough knowledge of OSHA, EPA, and other federal, state, and local regulations, laws, and codes pertaining to occupational, safety, health, and environmental functions.
- † D. Knowledge of the general principles of program administration.
- † E. Knowledge of the techniques of accident prevention.
- † F. Knowledge of the methods used in accident investigation, analysis and reporting.
- † G. Knowledge of training techniques and practices.
- † H. Knowledge of record-keeping principles and practices.

Skill Requirements

- † A. Skill in writing reports and maintaining accurate records.
- † B. Skill in applying loss control procedures to problem solving and accident causation/prevention identification.
- † C. Skill in site and equipment inspection.
- † D. Skill in using a PC and applicable software applications, including word processing, database, spreadsheet, and presentation packages.
- † E. Skill in making presentations before groups.
- † F. Skill in analyzing and organizing information to develop, evaluate and improve safety and training programs.
- † G. Skill in establishing and maintaining effective working relationships with those contacted in the course of work.

Ability 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 communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.
- † C. Ability to interpret, explain and apply applicable laws, codes, regulations and guidelines.
- † D. Ability to use initiative and independent judgment.
- † E. Ability to work under pressures of time constraints and conflicting demands.
- † F. Ability to frequently stand and walk, and to occasionally bend, stoop, crouch, climb and balance as necessary to conduct inspections.
- † G. Ability to occasionally lift and carry objects such as projectors and PCs weighing up to 25 pounds.
- † H. Ability to attend work on a regular basis.

*Essential functions of the position

†Job requirements necessary on the first day of employment

Anlst: JA	Date: 20060309
Union: Supervisory	Pay: 1100-1110
CSB: 20060404	Class:
CC: 20060424	Res: 06-0294R