SAFETY AND TRAINING OFFICER

SUMMARY/PURPOSE

To perform supervisory and administrative work in directing a comprehensive occupational safety and health program for City of Duluth employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Plans, directs and coordinates an overall occupational safety and health program for city employees.
2. Develops the City's environmental, health and safety regulations and policies
3. Identifies conditions which create hazards for workers; orders elimination of unsafe conditions and practices.
4. Enforces compliance with federal, state and local occupational safety and health laws and regulations.
5. Directs the collection and analysis of data on work related injuries and illnesses and the preparation of occupational safety and health reports.
6. Directs the preparation and implementation of a comprehensive safety training and education program for city employees.
7. Maintain complete and accurate records as required.
8. Develops and conducts safety education and training programs for employees as needed.
9. Coordinates the activities of departmental safety workers and committees and maintains liaison with public and private safety organizations outside the city.
10. Directs and/or participates in the investigation of occupational accidents, illnesses, injuries, and potentially hazardous environmental conditions, examines causes, maintains and analyzes records, and recommends appropriate actions.
11. Identifies enforcement and inspection measures to reduce Worker Compensation claims.
12. Directs environmental studies and measurements to determine the presence of health hazards.
13. Evaluates occupational safety and health programs and practices and recommends and/or implements new policies, programs, procedures or equipment.
14. Administers the drug and alcohol testing program.
15. Participates in department and Citywide safety meetings and facilitates monthly safety meetings for designated operating department(s) as requested.
16. Supervises assigned staff.
17. Effectively recommends the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
18. Establishes work standards, provides coaching and feedback, and conducts employee evaluations.
19. Performs related 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. 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; or
    B. Bachelor's degree in any field or an Associate's degree in Safety, Health or the Environment or a closely related field; plus a minimum of six years' professional work experience in managing occupational safety, health and environment programs; three years of which must have been in a responsible administrative capacity.

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 Certified Safety Professional (CSP) status within one year of appointment.

3. Knowledge Requirements:

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

4. 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 establishing and maintaining effective working relationships with those contacted in the course of work.
   E. Skill in understanding, interpreting and applying relevant rules and regulations.
   F. Skill in assembling data and preparing summaries, analysis, recommendations and reports.
   G. Skill in maintaining accurate records.
   H. Skill in effective leadership.
   I. Skill in analyzing and organizing information to develop, evaluate, and improve safety and training programs.
   J. Skill in using a PC and applicable software applications, including word processing, database, spreadsheet and presentation packages.
   K. 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 interpret, explain and apply applicable laws, codes, regulations and guidelines
   C. Ability to understand and implement oral and written instructions.
   D. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing.

E. Ability to establish and maintain effective working relationships with those contacted in the course of work.
F. Ability to set up and use a wide variety of audio-visual tools.
G. Ability to work independently without direct supervision and with multiple tasks.
H. Ability to work under pressures of time constraints and conflicting demands.
I. Ability to maintain and ensure the confidential nature of the safety information and records.
J. Ability to manage, coordinate and evaluate the work of others.
K. Ability to use initiative and independent judgment.

6. Physical Abilities Requirements:

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

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