

SAFETY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position involving responsibility for planning, organizing, conducting, directing, and enforcing large scale safety programs. The work is carried out in accordance with existing governmental regulations and by developing and implementing procedures, guidelines, and policies. The work is performed under general supervision. Supervision may be exercised over the work of subordinate personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Interprets OSHA/PESH and other applicable safety standards to ensure compliance with all applicable requirements;
2. Develops and updates comprehensive safety policies and programs, including training programs, to ensure compliance with federal, state, and local standards;
3. Performs site inspections to investigate injuries or unsafe working conditions;
4. Coordinates with other units/departments to direct the implementation of health and safety programs;
5. Conducts employee safety training as required;
6. Maintains and updates data base file of employee safety training;
7. Coordinates with outside consultants and agencies regarding site audits, training, and loss control including insurance carriers, PESH/DOL, workers' compensation consultants, and contract safety service specialist;
8. Maintains files of safety programs, inspections, reports and correspondence;
9. Responds to and investigates unsafe condition reports/complaints; recommends corrective action to minimize future loss;
10. Reviews all incident reports and investigates certain injury/illness claims to recommend corrective action to minimize future loss;
11. Serves as technical advisor to higher level administrators;
12. May develop and oversee vandalism control program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State, and OSHA regulations and other applicable governmental safety laws, regulations and requirements; knowledge of safety issues, practices, and procedures; knowledge of Business English, and math for developing safety records and statistics; knowledge of various software packages for word processing and database management; ability to instruct others; ability to conduct inspections and investigate reports; good judgment; physical condition commensurate with the demands of the position.

SAFETY COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time experience in developing and/or administering safety programs.

PS5202

ADOPTED: 06/11/79

REVISED: 06/26/79

07/08/80

10/13/82

04/10/84

07/07/89

12/28/94

02/03/95

02/21/97

05/03/10