

SAFETY OFFICER

General Definition of Work:

FLSA Status: Exempt

Performs responsible professional work coordinating the City's safety, Workers' Compensation, and workplace risk management programs; does related work as required. Work is performed under the regular supervision of the Director of Human Resources.

Essential Functions/Typical Tasks:

Coordinating City's Safety Program; administering Workers' Compensation Program; Coordinating the workplace Risk Management Program; preparing and maintaining appropriate files and records.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Administers Workers' Compensation Program by ensuring timely filing of claims; works closely with insurance company while monitoring claims; maintains workers' compensation files and statistics for trend analysis;
- Maintains OSHA 300 Log of injuries and illnesses; Manages OSHA inspections; prepares OSHA and other regulatory reports.
- Investigates and reviews workplace accidents and injuries to ensure that risks are being identified; compiles and analyzes data to manage risks.
- Coordinates a comprehensive safety program for the City; develops safety initiatives; develops and updates policies and procedures to improve safety performance of the organization; develops and implements strategies to reduce losses.
- Determines safety training needs; conducts and/or coordinates safety training; maintains safety training matrix;
- Conducts analyses to look for trends, unsafe acts or conditions, which could result in potential loss to employees and to the City; prepares reports as needed.
- Conducts workplace inspections to identify hazards; follows-up on recommendations to departments on safety violations.
- Keeps abreast of OSHA regulations; monitors compliance with OSHA regulations and City safety policies.
- Provide technical advice to management on regulatory compliance issues.
- Coordinates random drug and alcohol testing for employees who possess Commercial Drivers License and for other employees who perform safety sensitive functions; Maintains files for drug and alcohol testing.
- Maintains and verifies driver's licenses and employee certifications.
- Conducts new employee safety orientation.
- Serves as chairperson of the City's Safety Committee.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of employee safety programs; Thorough knowledge of the OSHA General Industry Standards and NC Workers' Compensation Law; Thorough knowledge of risk management techniques; ability to conduct workplace inspections, assess risks and identify solutions; ability to research, collect, organize, and analyze data; ability to operate standard office equipment, including a computer; ability to present ideas effectively both orally and in writing; ability to establish and maintain effective relationships with associates, employees, supervisors and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in environmental health and safety, occupational safety, loss control management or related field and considerable experience in risk management, safety and workers' compensation programs.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements: Possession of an appropriate driver's license valid in the State of North Carolina.
