

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: SAFETY OFFICER

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform a combination of technical and administrative duties pertaining to all safety and risk management activities and programs in the City. Plans, organizes and coordinates a citywide employee safety program in accordance with MOSHA, OSHA, IWIF, LGIT, MVA and City of College Park policies, regulations and standards. Establishes safety procedures for activities throughout the city and provides training for employees, supervisors and managers. Assigned to the Public Works department, the Safety Officer also works with employees and managers on safety related issues in every department. The incumbent reports to the Public Works Director who provides guidance, reviewing program plans, goals and results.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Works with individual departments on an ongoing basis to insure that all safety policies, regulations, procedures and standards are enforced. Conducts regular safety inspections of all City buildings, facilities and operations. Is authorized to make recommendations and/or take corrective action regarding safety improvements.
- Plans, organizes and coordinates all safety related orientations and training activities such as defensive driving and road safety courses, CPR, and use of safety and protective equipment. Makes presentations on safety issues and represents the City at program related meetings and events.
- Investigates all accidents involving city-owned vehicles, property and employees; takes statements; reviews evidence; takes photographs; works with police. Reports accident to insurance officials and follows claim to completion.
- Chairs Safety Committee representing all City departments and the Accident Review Board. Recommends the appropriate disciplinary action based upon the results of the Accident Review Board hearing and any related prior history. Serves as the City's ADA coordinator. Functions as City's liaison to liability and workers compensation insurance providers, occupational health care providers and other associated program compliance agencies such as OSHA and MOSHA.
- Maintains all program related files and records including Material Data Safety Sheets. Responds to surveys, questionnaires, correspondence etc. related to the program. Registers and titles all City vehicles. Maintains driving license records of all drivers of City vehicles ensuring licenses are valid and in compliance with MVA regulations and requirements and City policies.
- Drafts citywide and department specific safety policies and procedures. Performs research and writes reports on safety activities, identifying trends and recommending and/or implementing corrective action where necessary.
- Develops budget recommendation for safety related programs and maintains analysis.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Considerable knowledge of the principles and practices of organizational or industrial safety and risk management.

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- Considerable knowledge of safety inspection methods, including ADA requirements, and accident investigation and reporting.
- Good knowledge of entering and manipulating data in automated information systems such as WORD, EXCEL and other computer programs and applications.
- Good understanding of City operations, particularly in the field.

Physical Requirements:

- Ability to stoop, crawl, climb and physically maneuver self in order to conduct inspections and investigations.
- Ability to see, hear and understand visual and audio safety signals in traffic, job and accident site situations.

Language Ability & Interpersonal Communications:

- Ability to read and interpret applicable regulatory codes, manuals, references and standards.
- Ability to effectively communicate, train and work with employees, City officials, insurance agencies, police and other program compliance agencies.
- Ability to read, comprehend and interpret policies, reports, manuals and other program related documents and literature.
- Ability to compose and write clear and concise reports, letters, presentations, training guidelines and other program related documents. .

Environmental Adaptability

- Work is regularly performed outdoors which requires ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires an Associates degree (bachelor's preferred) in a program related field, with a minimum of 2–3 years of experience performing safety inspections, training and investigations on an organization-wide level; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver's license. Possession of, or the ability to obtain, Certification as a Red Cross CPR Instructor.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

