

<b>Job Class Code: 0250</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the classification (class) is to develop, coordinate, and implement safety programs in compliance with Federal and State regulations and/or guidelines. Under limited supervision, the class is responsible for course development, training scheduling, facilitation and documentation, field inspections (routine, special and site consultations), work site accident investigation, assistance with equipment procurement and compliance monitoring. The class works with department administrative staff, division managers, field staff, engineering consultants, state safety officials, contractors associated with City projects, and the public.

**TYPICAL TASKS**

- Develops or procures all necessary training materials, obtains the services of training professionals, establishes training programs, and conducts safety trainings and a full range of safety programs necessary to ensure VAOSHA and federal MUTCD compliance for the City.
- Ensures that the safety training program documentation, including employee training files, meets the requirements of the VAOSHA regulations.
- Researches, develops and implements safety programs in areas such as accident investigation and prevention, motor vehicle safety, confined space, hearing conservation, building safety, ergonomics, environmental recycling and control, and various Occupational Safety and Health Administration (OSHA) mandated programs.
- Develops safety policies, writes procedures and disseminates information.
- Directs or provides research, offers technical expertise, designs programs, and delivers analysis and recommendations to management on a variety of difficult safety or health issues, programs, topics or enforcement concerns including current or proposed regulations and their potential impact upon operations.
- Performs building, worksite, and equipment inspections; collects and maintains appropriate accident and injury statistics regulatory documentation and records; conducts worksite interviews and safety discussions; collects data analysis to identify trends; completes job hazard analysis reports; and completes accident or incident investigations and follow-up reports.
- Coordinates with other City departments or outside agencies as necessary; directs the affairs of the Safety Committee and maintains close communication with department management. May also serve on other special committees or projects.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
<b>Interpersonal/People Involvement</b>	Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.
<b>Reasoning Requirements</b>	Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
<b>Mathematical Requirements</b>	Requires the ability to utilize mathematical formula, add and subtract, multiply and divide, utilize decimals and percentages, and understand and apply theories of descriptive statistics.
<b>Language Requirements</b>	Requires the ability to read a variety of reports, letters and memos, etc. Requires the ability to prepare correspondence, reports, forms, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

<b>Mental Requirements</b>	Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
<b>Decisions/Supervisory Control</b>	Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	<p><u>Safety</u> – Thorough knowledge of Federal, State and Local regulations as they pertain to principles, practices, trends and methods related to occupational health and safety. Thorough knowledge of current and accepted safety practices and principles as they relate to municipal government.</p> <p><u>Technology</u> - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software.</p>
<b>Skills</b>	<p><u>Computer Skills</u> – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.</p> <p><u>Time Management</u> - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.</p> <p><u>Interpersonal Relationships</u> — Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.</p>
<b>Abilities</b>	<p><u>Judgment/Decision Making</u> — Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.</p> <p><u>Communication</u> – Excellent ability to effectively communicate complex ideas and proposals to include preparation of training, reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.</p>

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in occupational safety or health, industrial hygiene, safety management, or a closely related field.
<b>Experience</b>	In addition to satisfying the education standards, this class requires a minimum of five years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Must have or be able to obtain Associate Safety Professional (ASP) status within two years of employment. Certified Safety Professional (CSP) preferred. Requires a valid driver's license with a driving record that meets the City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**ADA REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe, and does not necessarily list, all job functions for a given position in a classification.*