

Job Class Code: 0245	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to develop, coordinate, and implement safety programs in accordance with Federal and State work practices and to assist the Risk Management division on an as needed basis. The class is responsible for ensuring that appropriate and required safety training is available to all employees and that the department is in compliance with all mandatory safety and risk management laws to eliminate or reduce work related injuries and damage to City property. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Develops and coordinates departmental safety programs to include driver education, OSHA, Ergonomics.
- Directs and controls the department’s Occupational Safety and Health programs to ensure compliance with OSHA laws and reporting requirements.
- Evaluates departmental safety programs and submits recommendations.
- Investigates and analyzes accident reports and statistics to identify injury/illness trends and develop appropriate prevention measures.
- Develops a safety awareness program for both field and office staff and conducts training for prevention of accidents.
- Keeps abreast of current State and Federal safety laws and regulations and analyzes for impact on City operations. Evaluates work areas, procedures, policies, and equipment to ensure compliance with federal, state, local and agency safety laws, regulations, and standards.
- Monitors and reviews job sites to ensure compliance with safety procedures.
- Manages the departmental Safety Review Board.
- Reviews semi-annual DMV transcripts for compliance with City’s Driving Policy and departmental licensing requirements.
- Reviews policies and make recommendations regarding updates.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels, instructs, or trains others through explanation, demonstration and supervised practice or make recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements.
Language Requirements	Reads professional literature and technical manuals; speak to groups of employees, other public and private groups; write complex reports.
Mental Requirements	Performs technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in occupational safety or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Certified Safety Professional (CSP) is preferred. Depending on operational needs, a Commercial Driver's License (CDL) Class B or higher may be required within 12 months of start date.
Special Requirements	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.

AMERICANS WITH DISABILITIES ACT (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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/27/2020