

SAFETY PROGRAM ADMINISTRATOR

NATURE OF WORK

This is responsible administrative and technical work developing and maintaining a comprehensive city-wide safety/loss control program and safety training program.

Work involves responsibility for developing relevant safety training programs, reviewing vehicles and worksite accident reports, investigating worksite incidents and worksite practices in order to prevent further losses. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of accepted safety/loss control practices and procedures, especially in relation to OSHA and Nebraska State Workers Compensation statutes. Supervision is received from an administrative superior.

EXAMPLES OF WORK PERFORMED

Plans, organizes and develops approved safety policies, guidelines, procedures and recommended incentive programs.

Staffs the City-Wide Safety Committee by preparing communications, conducting meetings and implementing committee initiatives.

Consults with all levels of departmental staff in assessing City-wide safety and training needs.

Prepares and presents, or contracts with others to present, safety training, orientation materials, or any other items such as manuals, videos, booklets or instructional items for safety training.

Establishes and maintains safety related files, audits and safety policies.

Establishes and reports on safety metrics and analyzes data to identify trends; encourages feedback from city departments and recommends opportunities for improvement.

Coordinates and facilitates the City/County Drug and Alcohol program; maintains confidential drug and alcohol test results in accordance with Federal regulations and City/County policies.

Conducts annual Department of Motor Vehicle checks for employees that are required to possess a driver's or commercial driver's license for their classification and for those who are authorized to drive a City vehicle.

Reviews all accidents and injuries to prevent additional injuries and to facilitate a prompt return to work by affected employees.

Conducts worksite job safety analysis (JSA) hazard assessments and reviews of all hazardous activities.

Reviews equipment operating procedures, technical specifications and potential hazards for inclusion in safety and training programs.

Analyses losses for appropriate training and control procedures.

Maintains regular and reliable attendance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of OSHA standards and loss control techniques.

Knowledge of other safety/loss control rules or regulations mandated by state or federal law.

Ability to develop and administer sound programs in the area of safety/loss control techniques.

Ability to communicate effectively both orally and in writing.

Ability to prepare reports and make appropriate recommendations.

Ability to establish and maintain effective working relationships with all levels of management and support staff.

MINIMUM REQUIREMENTS

Graduation from an accredited four-year college or university with major coursework in safety and health, industrial engineering, business administration or related field plus two years of experience relating to safety, loss control or risk management; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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