

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Safety Coordinator</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BH90</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Human Resources</u>

PRIMARY PURPOSE:

Plan, develop, implement and maintain a safety management system as part of the Risk Management Program for the City of Springfield.

SUPERVISION:

Under the general supervision of the Senior Human Resources Coordinator and direct supervision of the Risk Management Administrator.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Responsible for planning, implementing, and maintaining the City's safety management program.
2. Determines and defines safety objectives for the City.
3. Analyzes individual working environments to establish safety standards.
4. Makes determinations regarding whether a work site should be shut down due to unsafe conditions and works with the affected Departments/staff.
5. Assists departments with the development of safe work practices and preparation of safety manuals.
6. Conducts accident investigations.
7. Plans safety awards, recognition, and incentive programs.
8. Conducts periodic safety inspections.
9. Drafts Job Safety Analysis (JSA) as required.
10. Helps specify Personal Protective Equipment (PPE) based on departmental needs.
11. Corrects unsafe situations or conditions and recommends changes to individual departments.
12. Coordinates the City's Safety and Wellness Committee.
13. Helps coordinate department safety meetings.
14. Maintains records and prepares monthly or annual reports and safety evaluations.
15. Travels to work sites.
16. Assists departments with development of safety objectives and recommends safety training.
17. Operates test equipment such as toxic gas meter, noise meter, etc.
18. Reads and interprets safety guidelines, laws, etc.
19. Utilizes a computer to maintain records, prepare reports, develop presentations, etc.

IMPORTANT FUNCTIONS

1. Performs minor office administration tasks such as copying, filing, and operating fax machines.
2. Prepares and presents lectures and demonstrations regarding safety issues to civic or professional organizations.
3. Attends conferences, workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Safety management techniques, safety hazards, and safety principles; safety engineering concepts and business administration procedures; word processing, spreadsheet and database applications.

Abilities

Communicate effectively both verbally and in writing; prepare and present training programs and manuals; prepare and present detailed management reports which may involve basic mathematical calculations; complete data entry for word processing, spreadsheet, and database applications; distinguish colors for safety coding; detect and test for auditory warning devices; operate test equipment to perform essential functions; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from a four-year accredited college or university with a Bachelor’s Degree in Safety Engineering, Occupational Safety, Environmental Safety or a related discipline plus at least three years of progressively responsible experience in corporate or public safety management functions. Directly related work experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Must be able to bend, squat, walk, reach, and climb; lift and carry up to 25 pounds; hold and grip objects; must have the ability to operate a computer keyboard and mouse.

Working Environment

Both indoor and outdoor working environments; subject to mechanical, electrical, chemical and other safety hazards (as well as toxic waste) associated with different work settings; susceptible to fumes, odors, dust, and pollen; may be exposed to extreme or constant noise.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator’s License.

Miscellaneous Requirements

Certified Safety Professional (CSP) is preferred.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 4271
Comments:	Updated Abilities	Date: April 6, 1992

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____