

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Safety Technician</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>CO30</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Human Resources</u>

PRIMARY PURPOSE:

Implements and maintains a safety management system as part of the City's Safety & Wellness Program for the Public Works Department; works closely with the City's Safety & Wellness Team.

SUPERVISION:

Under direct supervision of assigned Assistant Director of Public Works.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Handles the implementation and maintenance of the Department of Public Work's safety management system.
2. Determines and defines safety objectives for department; assists with city-wide safety objectives as time permits.
3. Develops safety education and safety training programs; prepares and presents training through lectures and demonstrations regarding safety issues to Public Works employees or other employee groups.
4. Analyzes individual working environments to establish safety standards.
5. Drafts Job Safety Analysis (JSA) as required; makes recommendations regarding whether a work site should be shut down due to unsafe conditions.
6. Develops safe work practices and prepares safety manuals for department.
7. Plans and coordinates safety awards, recognition, and incentive programs with department management as well as the Safety & Wellness Team.
8. Conducts periodic inspections including ensuring that warning lights, horns, and alarms are in proper working condition; utilizes test equipment such as toxic gas meter, noise meter, etc. as required.
9. Makes recommendations to department management regarding the decision to specify Personal Protective Equipment (PPE) for Public Works employees.
10. Serves as an active member of the City's Employee Safety & Wellness Committee.
11. Serves as a chair of the Public Work's Safety Committee.
12. Maintains records and prepares monthly reports utilizing computer software applications such as database, spreadsheet, and word processing.
13. Travels to a variety of work sites.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Performs minor office administration tasks such as copying, filing, and operating FAX machines.

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; equipment and operations associated with a variety of construction, maintenance, and repair projects associated with Public Works; computer software applications such as word processing, spreadsheet, and database.

Abilities

Effectively implement and maintain a safety management system for the department of Public Works; communicate effectively both verbally and in writing; prepare and present training programs; formulate training manuals related to safety objectives; prepare and present detailed management reports which may involve mathematical calculations; utilize computer software applications; maintain accurate records; present an overall professional image; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a 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

Typically requires a Bachelor’s Degree in Safety Engineering, Occupational Safety, or a related area; or four years of related experience with two years in a construction, maintenance, or repair area of Public Works and two years of experience in public safety management. Directly related corporate or public safety work experience may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Must be able to bend, squat, climb and reach both to ground level and overhead; lifts and carries up to 25 pounds; must be able to operate a computer keyboard; holds and grips objects.

Working Environment

Both indoor and outdoor working environment; subject to mechanical, electrical, chemical, and other safety hazards (as well as toxic waste) associated with different work settings for Public Works; 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

Incumbent must complete required vocational safety training. It is desirable for incumbent to complete Certified Safety Professional (CSP) certification.

Last Revision:	February 16, 2012	GENERAL ORDINANCE NO. 4609
Comments:	Updated Abilities	Date: June 10, 1996

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:** _____