

SAFETY COORDINATOR

Summary

Implements and oversees the City's Safety Program and coordinates safety and loss control efforts. Assists with the development and implementation of an Accident Prevention Plan and Safety Ambassador Plan. This position will be required to drive to attend meetings and perform safety inspections at City facilities.

Essential Duties and Responsibilities

- Collaborates with management to develop, prepare, and implement safety policies, procedures, and programs
- Assists with the development and implementation of accident prevention and loss control methods and procedures
- Reviews and analyzes injury reports, performs safety audits/inspections, and participates in the vehicle and accident review board
- Recommends safety guidelines regarding employee accidents, injuries, and property damage
- Develops, implements, and coordinates training and safety programs
- Compiles, analyzes, and interprets accident statistical data and prepares reports
- Assists departments in identifying, and implementing areas for safety and training programs
- Conducts inspections of City facilities, equipment, employee working conditions, safety devices, and vehicles
- Identifies and removes workplace hazards, unsafe practices, improper use of equipment/safety devices and ensures compliance
- Provides oversight of the Hazardous Materials Safety Data Sheet Program
- Meets with departments to discuss safety practices and loss control plan
- Develops, implements, and manages the Safety Ambassador Program and serves as the chair of the Safety Committee
- Educates and trains on safety protocols to promote and ensure a safe working environment
- Ensures City financial policies, procedures, and safety guidelines followed
- Performs other duties as assigned

Minimum Qualifications

- Combination of education and experience equivalent to an Associate's degree in Risk/Safety Management, or related field
- Two years' experience in safety/training, risk management, or related area
- Possess a comprehensive knowledge of related rules and regulations

Preferred Qualifications

- Bachelor's degree in Risk Management, Business Administration, Government, or related field
- One-year public sector experience in safety/training, risk management or related field

Certificates, Licenses, Registrations

- Valid driver's license
- Certification in Risk Management and/or Occupational Health & Safety preferred
- Certified Safety Professional (CSP) preferred

Salary Hiring Range: \$54,454.40 - \$61,942.40

Click here to apply:

<https://us62e2.dayforcehcm.com/CandidatePortal/enUS/myhrtempletX/Posting/View/1186>

