

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Public Works Safety Officer	<b>Job Code:</b> 2740
<b>Date:</b> January 8, 2018	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is professional work responsible for overseeing the safety/environmental programs for the Public Works Department.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Public Works Business Manager and performs all duties under general direction. This work differs from that of other classifications with safety duties by its responsibility for safety/environmental program compliance for the Public Works Department.

**ESSENTIAL DUTIES:** Oversee safety and environmental programs in the Public Works Department; identify OSHA standards and other safety requirements and ensure compliance; develop and administer departmental safety policies, goals, and objectives that are consistent with and comply with applicable federal, state, and local laws and regulations; assist in preparing written safety plans; prepare and submit regular accountability reports and recommendations to the Public Works Director on injury and cost containment; provide technical information to department personnel; promote and cultivate a safety culture; coordinate department safety incentive program to ensure effectiveness and fairness between divisions; assist with hazard mitigation planning including seeking funding for hazard mitigation; assist Emergency Management Coordinator with updating 5-yr. Hazard Mitigation Plan; recommend and coordinate purchase of emergency preparedness equipment for the department.

Oversee and participate in regular safety and risk department audits including work site, equipment, training materials, and written safety plans; ensure compliance with safety rules and procedures; investigate equipment-related accidents and recommend equipment and/or safety procedure changes; coordinate with department safety committee to investigate causes of employee-related accidents, injuries, and property damage; review accident reports to determine contributing factors and to develop accident prevention procedures; ensure proper accident reporting and documentation; coordinate department risk management activities with Legal Department; assist with risk management evaluations and audits; direct department emergency management activities in collaboration with Emergency Management Coordinator; coordinate disaster response with other departments and outside agencies; investigate potential violations of and enforce Code regarding Public Works components of City Code including snow removal, utilities, and solid waste dumping and container-related issues; monitor training records in accordance with applicable laws and regulations; coordinate tracking of CDL and other safety-related certificates; locate and obtain appropriate safety training resources; coordinate training and serve as a subject matter resource for supervisors and other trainers; conduct regular safety and risk training for all levels of the department; assist with safety budget; monitor expenditures; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Safety Management, Risk Management, Industrial Safety, Public Administration or related field **OR** four (4) years of experience performing industrial safety development, training, and/or OSHA inspection activities, preferably for a city.

**License(s)/Certificate(s):** A valid, lawful Driver's License is required. Certified Safety Professional (CSP) preferred.

**SELECTION FACTORS:** *Knowledge of:* related laws, codes, rules, and regulations governing functions of the position; OSHA standards, regulations, guidelines, and requirements typical of a full-service municipality; safety policies and procedures established for the work system; principles of emergency and risk management; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* developing and implementing written safety programs and field training sessions; conducting safety audits and field inspections; practicing trust-building behaviors. *Ability to:* analyze accident reports to develop improved safety policies and procedures; manage a comprehensive safety program; quickly and accurately perform work; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment when evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Calculator, computer, word processing and basic software programs, printer, copier, telephone, presentation charts, sound level meter, respirator testing equipment, dosimeter, gas monitor, motor vehicle, other office equipment as needed.

**PHYSICAL DEMANDS:** Requires occasionally sitting at a desk or table, lifting, carrying, pushing, pulling, or moving objects up to 30 lbs., and using ladders, scaffolding, ramps, poles, and other equipment. Regularly walks, stands, stoops crouches, or runs on narrow, slippery, or erratically moving surfaces, drives a vehicle, and communicates via radios or cell phones.

**ENVIRONMENTAL FACTORS:** Work is in environmentally and non-environmentally controlled areas including sustained periods outdoors and occasionally in hot, cold, or inclement weather. Requires exposure to possible bodily injury from moving mechanical parts of equipment, tools, machinery, noise, fumes, odors, dusts, mists, gases, and/or hazardous chemicals. Requires use of protective devices including, but not limited to, masks, respirators, goggles, and gloves.

  
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 Department Director

12/14/17  
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 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

1-8-18  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.