



Title: Safety Administrator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Human Resources Manager.

This classification does not supervise on a regular basis but may be asked to serve in a lead capacity.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in related field or equivalent.
- **Experience:** Minimum of five years professional-level experience developing and implementing safety and health programs including safety inspections/investigations and statistical analysis. At least one year of lead or supervisory experience.

REQUIRED LICENSES or CERTIFICATIONS: Valid Arizona Drivers License.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Experience in a union or organized labor environment.
- Certification through BCSP or other related accredited institution.
- Master's degree in Occupational Safety and Health Management
- Certified OSHA General Industry Instructor
- Certified CPR/First Aid Instructor
- Knowledge of NFPA 70E, DOT, ANSI, HAZ WOPER

JOB SUMMARY

The purpose of this position is to develop, implement, and coordinate citywide safety programs to ensure compliance with local, state and federal safety regulations.

Manages citywide safety training; collaborates with departments, local, state, and federal jurisdictions; coordinates citywide safety committee and serves on departmental safety committees; attends meetings; assists with budget and grant funding requests; maintains and develops written safety program and job hazard analysis; analyzes incidents and accidents; may be called to respond to an incident outside regular business hours.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Develops, implements and administers the City Safety Program to mitigate safety and health risks. Researches, interprets, implements and applies safety regulations that meet Federal, State and City requirements including Occupational Safety and Health Administration (OSHA), Arizona Department of Occupational Safety and Health (ADOSH), Arizona Department of Environmental Quality (ADEQ) and the Environmental Protection Agency (EPA).
2	Provides technical advice, including day-to-day scheduling of safety project work coverage. Informs supervisors of project performance and provides general input on employee's performance as requested. May provide input to the supervisor on hiring, formal written performance evaluation, reclassification, promotions, and merit increases.
3	Develops and maintains the city's safety policies, written safety program, Job Hazard Analysis sheets and maintains safety data sheets. Identifies training and certification requirements needed. Monitors and provides input on the safety and health budget. Researches cost savings and alternative funding and monitors expenditures.
4	Serves as liaison to OSHA or other safety regulatory agencies in addition to the Employee Benefit Trust Board (EBTB)/Worker Compensation Board. Conducts inspections, meets with compliance officers and provides the necessary documentation as requested and assists in the negotiation of the final outcome if necessary.
5	Monitors industrial injury claims and recommends preventative measures. Develops and maintains databases and records for the documentation of employee safety training and safety site and accident investigations.
6	Chairs the City Safety Committee including conducting monthly meetings. Mentors personnel assigned as department safety representatives. Provides technical support and training.
7	Administers the Commercial Driver's License drug and alcohol testing programs and conducts training for employees and supervisors.
8	Administers the City Prescription Safety Eyewear and Protective Safety Footwear Programs.
9	Assists with safety inspections as requested and may respond to safety incidents as needed.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X” The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	Outdoors	Vehicle		Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, fax / scanner / copier, and related software, vehicle, digital camera.

PROTECTIVE EQUIPMENT REQUIRED:

Protective eyewear, gloves, hard hat, safety vest, safety footwear, hearing protection.