City of Fort Worth, Texas
Job Description

Classification Title	Safety Coordinator		
Job Code:	PR5080	**Job Family:**	Professional
Pay Grade:	611	**Date Created:**	04/30/2018
FLSA Status:	Exempt	**Date Revised:**	02/20/2024

GENERAL SUMMARY

Under general supervision, the Safety Coordinator assists in the development, implementation, coordination, and administration of the department level safety program and related activities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises assigned departmental staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Consults with the City's Safety section in the Risk Management Division, Human Resources Department to align departmental safety initiatives with organizational safety policies and objectives; assists with department level safety program audits and with scheduled access to facilities in accordance with OSHA guidelines.
3. Oversees department level safety program development, training and safety issues; and responds to and resolves internal department concerns. Coordinates department level programs, training, and internal concerns with the Safety section in the Risk Management Division, Human Resources Department.
4. Plans and implements department training for employees in worksite safety practices. Provides department training reports to the Safety section in the Risk Management Division, Human Resources Department.
5. Conducts safety surveys and inspections, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure department measures have been implemented. Provides department reports of findings and recommendations to the Safety section in the Risk Management Division, Human Resources Department.
6. Conducts department post-accident investigation and prepares reports identifying possible accident causes and hazards for use by City employee and senior

management. Coordinates department post-accident investigation reporting with the Safety section in the Risk Management Division, Human Resources Department.

7. Coordinates development of departmental safety policies and procedures in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT) with the Safety section in the Risk Management Division, Human Resources Department.
8. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of department programs, service delivery methods and procedures; works with employees on the continuous improvement of department programs. Provides department program reports and statistics timely to the Safety section in the Risk Management Division, Human Resources Department.
9. Participates in the development and administration of the program's/division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
10. Monitors contract compliance from outside vendors or administrators in assigned program area.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
  - Principles and practices of safety administration.
  - Methods and techniques of research, data collection and analysis.
  - Methods and techniques of developing testing programs, interview questions and selection criteria and guidelines.
  - Principles, practices, methods and techniques of job evaluation and analysis.
  - Principles of advanced report writing.
  - Principles and procedures of financial record keeping and reporting.
  - Office equipment including computer and supporting word processing and spreadsheet applications.
  - Operational characteristics of safety information systems.
  - Methods and techniques of needs assessment to develop and conduct specialized training programs.
  - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
  - Organization and time management.
  - Research and analysis.
  - Coordinating services of a variety of programs and special projects, including, program communication, advertising and related administrative functions.
  - Conducting public speaking activities for programs, projects, and activities.

- Developing materials and conducting training sessions and workshops for supervisors and volunteers.
- Designing and developing promotional materials for program activities.
- Writing reports and record keeping.
- Providing training services.
- Internal consulting.
- Delivering presentations.
- Computers and applicable software.
- Facilitating meetings.

- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Apply methods and techniques of implementing safety programs.
  - Gather, organize and analyze complex statistical data.
  - Develop training materials and conduct training programs.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and propose recommendations in support of department goals.
  - Communicate clearly and concisely, both orally and in writing.
  - Operate office equipment including computers and supporting word processing and spreadsheet applications.
  - Prepare clear and concise administrative reports.
  - Prepare and administer assigned program budgets and contracts.
  - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from four year college or university in safety management, occupational health and safety, environmental safety, engineering, or a closely related field and five (5) years of safety experience and/or training.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of a General Safety Professional (GSP) Certification.

Possession of or ability to obtain a Certified Safety Professional (CSP) Certification within (1) year of employment.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions. May work with hazardous chemicals and unsafe work conditions including inclement weather.

PHYSICAL DEMANDS

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 Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. May be required to crouch, crawl, kneel, or stand for long periods of time. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.