

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Safety Administrator		
<b>Job Code:</b>	PR5890	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	612	<b>Date Reviewed:</b>	02/20/2024
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Oversees and leads the coordination of activities and operations of the Safety section in the Risk Management Division, Human Resources Department to provide opportunities to create a strong and effective safety program for the benefit of all City employees; and provides highly complex administrative and professional support to the human resources management and executive staff.

### 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. Develops and coordinates work plan and supports safety activities related to the Safety section in the Risk Management Division, Human Resources Department. Works in conjunction with the City's Safety Manager during department safety program audits and with scheduled access to facilities in accordance with OSHA guidelines.
3. Participates in the development and implementation of safety goals, objectives, policies and priorities for Safety in the Risk Management Division in compliance with local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT); maintains, recommends and interprets policies and procedures such as the Personnel Rules and Regulations (PRRs) which includes writing new policy, revising current policy, and coordinating with Human Resources, Legal, and other key personnel.
4. Oversees citywide safety program development, training and safety issues; and responds to and resolves internal department concerns. Coordinates department programs, training, and internal concerns with the Safety section in the Risk Management Division, Human Resources Department.
5. Plans and implements citywide safety training for employees in worksite safety practices.

6. Conduct regular safety inspections, surveys and audits of facilities, equipment, and processes to identify potential hazards and ensure compliance with safety standards; prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure department measures have been implemented.
7. Conducts citywide post-accident investigation and prepares reports identifying possible accident causes and hazards for use by City employee and senior management.
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.
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. Coordinates training needs for division/department to include creating and updating training material and conducting training sessions on applicable divisional and City processes.
11. Monitors contract compliance from outside vendors or administrators in assigned program area.
12. Performs other related duties as required.
13. 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, standards, and best practices.
  - Methods and techniques of research, data collection and analysis.
  - Methods and techniques of developing testing programs, interview questions and selection criteria and guidelines.
  - 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 safety 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 an accredited college or university with major course work in Safety Management, Occupational Health and Safety, Environmental Science, or a closely related field and five (5) years of safety program and injury prevention, industrial safety, or closely related experience, including one (1) year of supervisory responsibility.

## **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.