

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Safety Officer		
<b>Job Code:</b>	PR2970	<b>Job Family:</b>	Professional
<b>Pay Grade:</b>	610	<b>Date Created:</b>	02/19/2018
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	02/27/2018

### GENERAL SUMMARY

Performs complex work in a variety of professional, technical and analytical safety functions in support of the assigned division/department.

### 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. Oversees safety program development, training and safety issues; and responds to and resolves department concerns.
2. Plans and implements training for employees in worksite safety practices.
3. Performs safety surveys and inspections, prepares written reports of findings and recommendations for corrective or preventive measures where indicated and follows up to ensure measures have been implemented.
4. Conducts post-accident investigation and prepares report identifying possible accident causes and hazards for use by City employee and senior management.
5. Performs other related duties as required.
6. 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.

### **When assigned to Risk Management Division, Human Resources Department:**

1. Assists, plans and implements 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).
2. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned Risk Management programs, service delivery methods and

procedures; works with employees on the continuous improvement of assigned Risk Management programs

3. Interprets human resources policies and procedures; and responds to requests for information and assistance from employees, management, outside agencies and the public.

**When assigned to Other Department:**

1. Assists, plans and implements department safety policies and procedures in accordance with Risk Management Division, Human Resources Department and local, state, and federal rules and regulations including Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT).
2. Recommends plans and 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) to the Risk Management Division, Human Resources Department.
3. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of Risk Management programs, service delivery methods and procedures; works with employees on the continuous improvement of Risk Management programs.

**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 human resources 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.

• **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Interpret and apply City policies, procedures, rules and regulations.
- Interpret and apply methods and techniques of implementing human resources programs.
- Gather, organize and analyze complex statistical data.

- Develop training materials and conduct training programs.
- Develop interview questions and recruitment guidelines for city departments.
- 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.
- 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 three years of safety experience and / or training.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

## **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.

## **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 or constantly having to lift, carry, push, pull or otherwise move objects. 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.