

**Title:** Safety Officer  
**PG:** 49  
**Status:** Civil Service  
**Position Reports to:** Safety Manager  
**Department:** Risk Management

**Class Code:** 3070  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible, professional work in conducting and enforcing effective safety programs within a specific assigned work area. Work performance is evaluated through on-the-job observations, periodic conferences and written reports, as well as statistical information indicating level of accomplishment.

**ESSENTIAL FUNCTIONS:**

1. Consults with supervisory personnel in the implementation of an effective Loss control program within the designated divisions to reduce the frequency and severity of occupational accidents, injuries and illnesses.
2. Initiates activities that will stimulate and maintain interest in safety.
3. Ensures compliance with all applicable local, state and federal safety laws or regulations and electrical safety codes.
4. Coordinates and enforces compliance and/or emergency responses to all local, state and federal standards of the Department of Environmental Protection agency, United States Coast Guard, Department of Transportation and other agencies.
5. Maintains accident investigation reports and compiles incident information relative to all losses.
6. Performs regular inspections of work locations to discover unsafe working conditions or work practices.
7. Advises and/or informs supervisors and employees on corrective and preventative practices pertaining to various safety programs and procedures.
8. Conducts various training programs for employees and supervisors in the area of occupational safety and health topics and specific work safety.
9. Serves as Emergency Response Coordinator for one quarter of the total City area. Maintains communication, supports and coordinates recovery operations in quadrant as a result of a natural disaster.

**ADDITIONAL RESPONSIBILITIES:**

1. Prepares and maintains a daily field note or logbook.
2. Performs duties as required for liaison to law enforcement, fire and emergency service agencies.
3. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of state and federal safety, health codes and environmental laws and regulations, with ability to interpret and apply them.
2. Knowledge of hazardous material compliance, emergency response and mitigation practices.
3. Knowledge of safety education and engineering principles and practices.
4. Knowledge of the methods for motivating supervisors and employees to an increased awareness of safety practices and the need for in-service training
5. Knowledge of safety and health hazards and of applicable safety precautions and first aid practices.
6. Knowledge of electrical production, transmission
7. Knowledge of power plant equipment functions and safeguard procedures.
8. Knowledge of all construction skills and practices.
9. Knowledge of work zone safety procedures and uniform traffic control devices.

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10. Demonstrate ability to safely operate high reach/elevating work platforms, cranes, and other lifting devices.
11. Ability to communicate effectively, both orally and in writing.
12. Ability to inspect and/or calculate vehicle safety and traffic control standards in compliance with the Department of Transportation and the Institute of Traffic Engineers Standards.
13. Ability to anticipate possible hazards and provide for their removal and/or correction.
14. Ability to conduct investigations to determine the cause of accidents and to initiate corrective action.
15. Ability to use a self-contained breathing apparatus.
16. Ability to safely enter and perform duties within hazardous atmospheric conditions.
17. Ability to work at heights of 100+ feet above the ground elevation.
18. Ability to operate and determine correct reading from sound, light and atmospheric monitoring instruments.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires work that involves walking or standing most of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
Climbing up to 100+ feet may be required.  
The job risks possible exposure to hazardous atmospheric conditions.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Minimum of two (2) years of college at an accredited college or university.
2. Two (2) years of experience in Safety and Safety Training Programs.
3. Completion of National Safety Council Safety Supervisor Course.
4. Completion of 40-hour HAZWOPER training
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must meet OSHA performance requirements for the implementation and consultation of facility safety and health plans.
4. Ability to work on an "on-call" status beyond regularly scheduled hours.
5. Must be able to be respirator fit and physically qualified.
6. Required to pass and maintain qualification for:
  - a. Blood borne Pathogen Instructor
  - b. First Aid/CPR Instructor
  - c. Forklift Instructor
  - d. Completion of 24-hour Confined Space Certification
7. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.