

Title: Safety Manager
PG: 56
Status: Civil Service
Position Reports to: Risk Manager
Department: Risk Management/Safety

Class Code: 2143
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible managerial and administrative position directing the operations and activities of the City's Safety Division within the Risk Management Department and serves as the City's Emergency Management Coordinator. Work involves responsibility for planning, organizing, leading and controlling activities of the division and emergency operations center including: supervision of divisional employees, active management of Citywide safety programs, responsible for city employees education, as its relates to safety and emergency operations, and interface with respective insurance representatives. Work is normally performed independently; under the general supervision of the Risk Manager

ESSENTIAL FUNCTIONS:

1. Manages the administration of Safety programs.
2. Develops and supervises Training programs, collects data and prepares major reports.
3. Maintains accident records and compiles statistical information relative to all losses.
3. Develops curriculum for various training programs for employees and supervisors in the areas of occupational safety and health topics and specific work safety for areas of high risk or large losses/accidents.
4. Supervises and directs the work of subordinates engaged in safety and environmental issues and/or concerns as they relate to multi-fueled electric utility generation and transmission.
5. Develops and manages City Safety budget and City Emergency Management budget.
6. Conducts annual inspection of all City buildings, utilizing appropriate City forms. Develops plans in conjunction with building managers to correct deficiencies.
7. Manages data on employee driving records, with reports directed to the appropriate department as required.
8. Functions as Contract Administrator for Citywide Fire Systems Contract. Coordinates all repair on such systems and provides guidance and priority listing to building managers.
9. Manages citywide ergonomic assessments and institutes work-place design changes.
10. Functions as contract administrator for Citywide Environmental and Engineering Contract. Acts as environmental coordinator for non-electric properties and provides technical advice in regards to storage, shipping, handling and abatement of hazardous materials.
11. Manages DOT-required programs, including random drug and alcohol testing and licensing requirements for in excess 400 personnel.
12. Manages the Citywide third party Commercial Motor Vehicle Licensing Program and supports those training and licensing programs of the Electric Department.
13. Reviews and/or prepares and evaluates bid specifications for Process Safety Management and Environmental services.
14. Accompanies insurance company engineers/representatives on all facility inspections to serve as liaison between the insurance representatives and responsible department personnel.
15. Cooperates with County, State and Federal officials who have over-site responsibilities in areas such as hazardous material, underground and above ground tanks, etc.
16. Maintains data on all City property indicating current values, content and equipment generates yearly report.
17. Manages the citywide emergency response and disaster management plan. Coordinates related activities at four area operation centers and provides specific training for the City's Damage Assessment Teams.
18. Maintains City Emergency Operations Center, ensures all equipment is functional and updated. Maintains six informational "drop sites" for public information and coordinates the functioning of the Public Information Center.

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19. Functions as Contract Administrator for Citywide Disaster Assistance contract. Coordinates City commitment to Statewide Mutual Aid Agreement.
20. Provides advice and pertinent training to various Departmental Managers with regards to Emergency Response. Drafts and submits grant requests in support of City Emergency Response Plan.

ADDITIONAL RESPONSIBILITIES:

1. Functions as the city Emergency Operations Center Coordinator.
2. Chairs Janitorial Review Committee and advises janitorial staff on proper methods.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of federal, state and city laws, codes and regulations dealing with safety practices, protective systems, and mutual aid agreements.
2. Knowledge of hazardous material compliance, emergency response, and mitigation practices.
3. Knowledge of water and electric utility equipment and the generation of electricity. Ability to develop curriculums and deliver training on a variety of safety subjects to all departments/divisions.
4. Knowledge of insurance terms and conditions used in property policies.
5. Ability to deal with people in a friendly and open fashion.
6. Ability to express ideas, both verbally and in writing.
7. Ability to manage subordinate employees effectively and guide them in data retrieval and report writing. Further, exercise competence in the application and understanding of all pertinent OSHA regulations (e.g., 29 CFR 1910 series and 1926).
8. Ability to communicate effectively, both orally and in writing at all levels including customers and contractors.

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. Some climbing may be required up to 100+ feet.

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. Graduation from an accredited four (4) year college or university.
2. Four (4) years of experience in Loss Control, Safety, or Property and Casualty Insurance. Specialization in safety engineering or a related field preferred.
3. Eligible to sit for CSP/ASP exam.
4. Two (2) years of experience in training or classroom activities.
5. Supervisory experience required.
6. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

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SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must maintain coordination with electric utility groups (FMEMA, APPA) and other specific/regulatory agencies (CALEA, SWA, ASSE, and NSC).
4. 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.