

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

**Class Code:** 2066  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible position in the administration of a citywide safety program, which deals with personnel safety and building/industrial safety, through employee education and application of nationally recognized safety codes and industrial standards. Work is normally performed independently under the general direction of the Safety Manager.

**ESSENTIAL FUNCTIONS:**

1. Assists in the administration of safety programs. Conducts training programs and collects data for the preparation of major reports. Demonstrate knowledge and application of pertinent OSHA regulations.
2. Maintains accident records and compiles statistical information relative to all losses within assigned area.
3. Conducts various training programs for employees and supervisors in the area of occupational safety and health topics and specific work safety for areas of high risk or large losses/accidents.
4. Serves as liaison to the responsible division manager and assists in the correction of any and all deficiencies.
5. Assists occupational nurse and general liability adjuster in investigating accidents or injuries to employees when requested.
6. Assists in the annual survey of City buildings utilizing appropriate City forms. Conducts monthly survey of same.
7. Maintains data on fire protection systems within assigned area.
8. Participates in divisional safety committees.
9. Functions as Contract Administrator for Citywide Crane, Over Head Hoist and Bucket Truck Contracts.
10. Serves as Assistant Emergency Management Coordinator and maintains response capability for one quarter of the total City Area. Maintains communication, supports and coordinates recovery operations in quadrant as results of a natural disaster.

**ADDITIONAL RESPONSIBILITIES:**

1. Functions as consultant to respective division managers and assists or guides those managers in the conduct of viable safety programs.
2. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge and understanding of applicable OSHA and State regulations in regards to safety programs/requirements.
2. Knowledge of federal, state and city laws, codes and regulations dealing with safety practices and protective systems.
3. Knowledge of hazardous material compliance, emergency response and mitigation practices.
4. Knowledge of utility equipment and the generation of electricity. Ability to develop curriculums and deliver training on a variety of safety subjects to all departments/divisions.
5. Knowledge of insurance terms and conditions used in property policies.
6. Knowledge of work zone safety procedures and uniform traffic control devices.
7. Ability to deal with people in a friendly and open fashion.
8. Ability to express ideas, both verbally and in writing.
9. Ability to manage subordinates employees effectively and guides them in data retrieval and report writing.

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10. Ability to communicate effectively, both orally and in writing.
11. Must demonstrate ability to perform respiratory fit testing, use of colometric and other air sampling devices, radiological monitoring equipment, audiometric equipment and coefficient of friction monitoring devices

**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, preferred.
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. Two (2) years of experience in training or classroom activities.
4. Be eligible for a obtain a Class A Commercial Driver's License within the first six months of hire or demonstrate at least three (3) years experience as a commercial motor vehicle trainer.
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 have completed the following training and have successfully passed a written/situational review:
  - a. Completion of the National Safety Council's Professional Safety Management Certification
  - b. Asbestos Abatement Supervisor's Course
  - c. Trenching and Shoring Competent Person Certification
  - d. FDOT Equivalent Work Zone Safety Certification
  - e. Respiratory Protection Instructor's Course
  - f. Ergonomic Evaluation Training
  - g. Incident Command Training
  - h. Completion of Power Plant Fundamentals Course
  - i. Scaffolding Training
  - j. Third Party CDL Examiner or Gas Pipeline 40 Hour Course
  - k. Crane and Overhead Hoist Inspector Certification
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.