

RISK & SAFETY OFFICER

Position Code: 2562

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Human Resources

Approval Date: 2019

General Statement of Duties

A position in this class performs professional work in managing the Town's overall safety program, provides safety training and creates and manages the safety strategic plan.

Distinguishing Features of the Class

An employee in this class provides a variety of safety consulting services for Town departments and facilities, appraises hazards/exposures of worker safety concerns and develops and implements safety programs. Work is performed in accordance with established OSHA rules and regulations applicable to local government operations. Work is performed under the direction of the Risk and Safety Manager.

Duties and Responsibilities

Develops, prepares, presents and coordinates a variety of safety and risk management training topics that are required and or appropriate for the Town.

Develops, implements and nurtures a town- wide safety culture through safety training, risk assessments, and behavior modification programs to reduce and prevent losses.

Develops, monitors, and manages programs to ensure the Town's compliance with federal, state, and local safety-related regulations, in addition to other environmental health, safety, and loss prevention standards and guidelines.

Investigates accidents to determine causes and recommends preventive measures and corrective actions.

Performs regular safety inspections of Town work operations, grounds, buildings, and equipment to identify hazards and incidents of regulatory non-compliance, and recommends corrective measures.

Conducts inspections and surveys on occupational health and safety conditions; Inspects work areas for compliance with laws, policies, rules, and regulations; communicates corrective measures needed to management; reviews and re-checks progress on a regular basis until standards have been met

Partners with departments to develop department level safety specialists to coordinate their safety and loss prevention activities.

Evaluates the adequacy of actions taken to correct unsafe acts and conditions or safety violations and implements processes to enforce safety requirements.

Develops safety initiatives and programs that promote safety culture and operational efficiency.

Prepares, distributes and issues reports as required or recommended by state or federal law or Town policy or guidelines.

Acts as liaison and support staff to Safety Committee(s) to oversee implementation of programs and recommendations.

Perform other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of municipal safety and occupational health programs, rules, laws and regulations.

Ability to develop and implement effective employee safety programs.

Ability to develop and conduct training programs.

Ability to inspect work sites, areas, and accidents and make objective reports and findings.

Ability to communicate orally and in writing.

Ability to develop and maintain effective working relationships with department heads, supervisors, and employees.

Ability to provide excellent customer service to department heads, supervisors and employees.

Ability to compile data and records as required for the Town and maintain confidentiality of such records and files.

Ability to plan and coordinate projects and activities.

Ability to conduct objective and factual accident investigation and present finding accurately in oral and written form.

Effective time management skills.

Ability to follow through and to work independently on routine assignments.

Effective computer skills including MS Office products.

Ability to be organized.

Ability to model safe, responsible behavior.

Skill in administrative tasks.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform work exerting up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects. May be subject to indoor and outdoor environmental conditions and around workplace hazards.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Bachelor's Degree in business, risk management, occupational safety and health, or related fields and five to seven years of related experience in a role performing safety duties; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. OSHA and other Safety designations like Certified Safety Professional (CSP) preferred.

Special Requirements

Valid NC Driver's License required.