

## **SAFETY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a complex nature which involves responsibility for the planning and implementation of a comprehensive safety program designed to prevent, reduce or eliminate occupational injuries, illnesses, deaths and financial losses in a large town. The work includes overseeing compliance with appropriate state and federal laws relating to safety, coordinating safety training programs throughout all town departments, and inspection of town facilities and properties for safety hazards. The work is performed under the general supervision of the Town Supervisor and/or an administrative official. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Recommends standards for a municipal safety program to include objectives, policies and procedures for identifying, controlling and reporting hazardous conditions and practices;  
Identifies and appraises conditions which could produce accidents and financial losses and evaluates potential extent of injuries relating from accidents;  
Makes regular routine inspections to observe potentially hazardous conditions and work practices as well as inspections of accident and loss sites to determine causes;  
Compiles, analyzes and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports for information of personnel concerned;  
Evaluates technical and scientific publications concerned with safety management and participates in activities of related professional organizations to update knowledge of safety program developments;  
Oversees all aspects of the Hazard Communication Programs for the town and insures compliance with same;  
Coordinates safety training programs throughout all town departments, and trains employees in accordance with the requirements of their job titles;  
Prepares bulletins, manuals and other appropriate handouts to facilitate training and information dissemination;  
Investigates and/or aids in investigating claims and lawsuits against the town;  
Updates and maintains the town's written safety policies;  
Organizes and/or chairs meetings of the town's Safety Committee;  
Maintains logs of incidents, accidents and activities as required by state, federal and local agencies;  
Maintains records and makes reports relating to safety and worker's compensation;  
Reviews the safety plans of contractors and vendors, inspects worksites and enforces compliance standards.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of safety management, particularly as it relates to a municipality; good knowledge of state and federally-mandated safety standards and regulations; good knowledge of chemical interactions as well as the safe storage and use of same; working knowledge of loss control methods of primary risk exposures; ability to coordinate and administer a continuing program of safety information and training; ability to make investigations, analyze findings and implement corrective action; ability to establish and maintain a record system for safety control; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with groups and individuals.

(over)

**MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree or higher in Occupational Safety and Health, Industrial Safety, Safety Management or related field and two (2) years of professional safety experience,\* one (1) year of which involved supervision or program management as a regular aspect of the work; or
2. A Bachelor's degree or higher and four (4) years of professional safety experience,\* one (1) year of which involved supervision or program management as a regular aspect of the work; or
3. An Associate's degree that included or was supplemented by fifteen (15) hours of academic credit in the fields of Occupational Safety and Health, Industrial Safety, Safety Management or related field and five (5) years of professional safety experience,\* one (1) year of which involved supervision or program management as a regular aspect of the work; or
4. An Associate's degree or higher and six (6) years of professional safety experience,\* one (1) year of which involved supervision or program management as a regular aspect of the work.

**SPECIAL REQUIREMENT:** Possession of a driver's license.

\*This experience must have included professional safety work at least 50% of the time, and must have involved the use of analysis, design, investigation, planning and communication to optimally control or reduce the hazards and exposures that would be detrimental to people, property and environment.