



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SAFETY INSPECTOR

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4057

PAY RANGE CODE: 15 AEC

REVISION DATE: 6/29/17

NATURE OF WORK:

This is technical work in developing and maintaining a comprehensive safety program for City employees to ensure a culture of safety as a top priority. Work involves assisting in the development of departmental safety regulations, investigating methods and equipment used on City projects to determine compliance with safety standards, conducting safety training in all areas of safety and first aid principles and methods, processing and analyzing accident and injury reports, and making recommendations as to the means to avoid accidents or injuries in similar situations. The incumbent will help administer other non-safety training programs for City employees in cooperation with various City departments and divisions. An employee in this classification works with considerable independence under the immediate supervision and guidance of the Safety and Training Coordinator.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Conducts Commercial Driver's License (CDL) Third Party Testing in accordance with Nebraska Department of Motor Vehicles rules and regulations.

Monitors job sites and mobile operations for compliance with City safety policies and applicable government codes.

Inspects facilities and equipment, makes recommendations for remedial action, and develops and updates emergency procedure programs.

Attends and facilitates safety meetings and training, makes presentations to employee groups or arranges for independent speakers to teach various safety topics.

Investigates employee accidents and injuries occurring on the job, interviews victims and witnesses to ascertain the causes and safety precautions needed, and processes accident reports and property damage claims, all under the direction of supervisors.

Educates employees about past accidents and injuries as a means to prevent future accidents and injuries.

Distributes safety articles, bulletins, posters, and related materials; and compiles and maintains safety manuals.

Enforces the City's drug and alcohol policy by conducting for-cause (reasonable suspicion) and random drug and alcohol testing on City employees.

Supports and creates a pro-active safety culture throughout the City workforce.

Assists with ergonomic evaluations and solutions as requested by City management.

Assists with compliance with federal, state, and local laws relating to functions performed within all City Departments as they pertain to safety and training.

Administers training programs and activities to all departments, including but not limited to, safety programs, employee assistance, supervisory training, and cooperative education.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of basic business English, spelling, grammar, and punctuation.

Knowledge of standard municipal and industrial safety principles and practices.

Knowledge of the equipment and procedures used in industrial or municipal service, construction, and maintenance operations.

Knowledge of first aid principles and practices.

Ability to perform assignments with accuracy and attention to detail, and to make decisions, recognizing precedents and practices.

Ability to detect safety hazards and devise corrective measures.

Ability to compose, develop, instruct, and evaluate various training, safety and first aid courses and programs.

Ability to communicate with employees to train and evaluate them in safety related training and programs.

Ability to maintain safety related records and compile reports based on data received such as injuries and accidents, their causes, and steps taken to avoid them in the future.

Ability to administer city, state, and federal regulations regarding safety, including Occupational Safety and Health Act (OSHA) standards, to ensure their compliance.

Ability to understand written or oral instructions.

Ability to effectively speak, instruct, and actively engage with various groups of people including citizens, employees, and governmental bodies regarding safety and training topics.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to sit from 51 to 75% of the time; to reach, bend, walk, stoop, stand, or lift from 26 to 50% of the time; and to climb, balance, squat, kneel, crouch, crawl, push, pull, or type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Two (2) years of college level course work in Safety and Health, Public or Business Administration, Personnel Management, Education, Industrial Engineering or a related field.

AND

Three (3) years of experience in occupational safety and health work.

OR

An equivalent combination of education and experience.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to worksites throughout the City during the course of the workday.

Must possess a valid motor vehicle operator's license at the time of application.

Must possess a Class “B” Commercial Driver’s License (CDL) by the end of the probationary period.

Must become certified as a Third Party Tester by the State of Nebraska to conduct CDL testing within a year of hire.

Must obtain a State of Nebraska Department of Health and Human Services Class “C” permit to perform preliminary breath tests by the end of the probationary period.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in an office setting, however, at times an employee in this classification works outdoors in all weather conditions, at times near vibrating machinery, electrical currents, or moving mechanical parts, in high places or confined spaces, in conditions of fumes, odors, dust, mists, gases, or noise levels requiring shouting to be heard.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Noise Dose Meter	Breath Alcohol Testing Equipment	Computer
Facsimile Machine	Copier	Printer
Motor Vehicle	Calculator	Television/DVD
Telephone	Audio/Visual Equipment	Scanner

Previous Revision Date(s): 9/30/93
8/25/05
8/14/14
6/29/17