



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: SAFETY AND TRAINING COORDINATOR

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4060

PAY RANGE CODE: 18 AEC

REVISION DATE: 6/29/17

NATURE OF WORK:

The Safety and Training Coordinator leads, directs, and supports City safety initiatives to ensure a culture of safety as a top priority. This is advanced professional and technical work in developing and supervising Occupational Safety and Health Act (OSHA)-certified comprehensive safety and training programs for City employees. Work involves developing departmental safety regulations, investigating methods and equipment used on City projects to determine compliance with safety standards, conducting training in all areas of safety and first aid, processing and analyzing accident and injury reports, and making recommendations as to the means to avoid accidents or injuries in similar situations. Additionally, an employee will develop and coordinate training programs for all City employees and work with various other City departments and divisions. An employee in this classification works with considerable independence under the general supervision of a superior.

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.)*

Investigates employee accidents and injuries occurring on the job, including root cause analysis, interviews victims and witnesses to ascertain the causes and safety precautions needed, and processes accident reports and property damage claims.

Compiles and analyzes employee injury statistics and generates reports.

Educates employees about past accidents and injuries and counsels them as to the methods to avoid similar situations in the future.

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

Organizes divisional safety committees to discuss and formulate safety policies and presents those policies to department and division managers for adoption.

Plans, schedules, and conducts safety meetings. Makes presentations to employees or coordinates appearances by independent speakers to address such topics as first aid, the use of safety and emergency equipment, blood borne pathogens, and acquiring specific licenses and certifications.

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

safety manuals.

Creates and maintains a pro-active safety culture throughout the City workforce.

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

Leads, plans, organizes, implements, and tracks loss control efforts including ergonomic evaluations and solutions.

Creates and updates safety reports and documents, including but not limited to, OSHA 100 reports.

Conducts risk assessment evaluations to define means to eliminate identified hazards.

Manages the City's workers compensation program.

Oversees compliance with federal, state, and local laws relating to functions performed within all City Departments as it relates to safety and training, OSHA, Environmental Protection Agency (EPA), and Department of Transportation (DOT).

Plans, develops, and administers training programs and activities to all departments on topics such as safety practices, employee assistance, supervisory training, legal compliance training for benefit programs, cooperative education, and quality of work life, diversity, and career development.

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 research, review, interpret, and administer city, state, and federal regulations regarding safety, including OSHA standards, to ensure compliance.

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 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 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 various training topics including first aid and safety related programs.

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

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

Ability to interpret and explain personnel rules, policies, and practices; to prepare clear, concise, and organized business correspondence and reports and to organize, compile, and maintain confidential departmental records and reports.

Ability to communicate in order to respond to policy and procedure questions.

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 understand written or oral instructions.

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.)*

Bachelor's Degree

AND

Five (5) years of experience in occupational safety and health work, including but not limited to, the administration of an accident prevention program.

AND

Five (5) years of experience in developing and conducting formal training sessions

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 Certified Safety Professional (CSP) certification at the time of application or obtain such certification by the end of the probationary period.

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 possess certification in the City's Supervisory Management Training Program at the time of application or obtain such certification by the end of the probationary period.

Must obtain a State of Nebraska Department of Health and Human Services Class "C" permit to perform preliminary breath tests as soon as possible after the date of hire.

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	Air Sampling Pump	Air Movement Meter
Breath Alcohol Testing Equipment	Facsimile Machine	Copier
Printer	Motor Vehicle	Calculator
Television/VCR/DVD	Telephone	Scanner
Audio/Visual Equipment		

Computer

Previous Revision Date(s): 8/12/10
6/29/17