

## SAFETY COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Safety Coordinator performs professional-level safety work in the following areas: administering and implementing City safety policies and programs; ensuring the City's compliance with the Occupational Safety and Health Administration (OSHA), Arizona Department of Occupational Safety and Health (ADOSH), and related safety and health standards; and developing, implementing, and coordinating safety training. Each incumbent works in the Safety Services Section of the Human Resources Division, and is either assigned to (1) the Citywide function of complying with OSHA standards and establishing and implementing safety policies, **OR** (2) directly to the Police Department, Utilities Department (or other departments) to promote, coordinate, and implement a variety of office and field activities associated with promoting safe work behaviors and conditions. For each assignment, work involves: conducting safety inspections; investigating fatal and non-fatal accidents and vehicle collisions and preparing reports to determine cause and necessary corrective action; evaluating City job sites and contractor sites for compliance with state and federal regulations; conducting Hazard and Risk assessments using safety, industrial hygiene, emergency response, and occupational health fundamentals; conducting risk management evaluations of various sites and reporting the conditions observed; reviewing equipment and building renovation, construction, and demolition to provide recommendations regarding potential safety issues; calibrating and coordinating air and noise monitors; conducting ergonomic reviews of workstations and tools to make recommendations for corrective action; conducting needs analysis in order to develop, coordinate, and participate in specialized and general safety training courses; serving as a technical safety resource for departments to assist and guide management in resolving safety problems, developing safe work procedures and guidelines; mentoring personnel assigned as safety representatives for respective departments; providing technical support and training in multiple safety categories; monitoring OSHA, Department of Transportation (DOT), and other governmental regulations and legislation; and serving on various committees and task forces. This class is responsible for performing related duties as required.

**Distinguishing Features:** A Safety Services Coordinator must exercise considerable independent judgment and initiative in identifying current and potential safety hazards and deficiencies, and making recommendations for corrective action. This class receives general supervision from the Safety Administrator who reviews work through meetings, reports, and the evaluation of overall results achieved. This class is FLSA exempt-professional.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to a Bachelor's Degree in Safety or Risk Management or a related field of study. Considerable (3 - 5 years) full-time professional-level experience in safety administration and training, or a related field.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** None.

## **ESSENTIAL FUNCTIONS**

**Communication:** Serves as a liaison regarding department and division safety requirements and activities. Conducts training sessions for employees and their supervisors regarding safety in the workplace and safe working environments, including: proper lifting techniques and other safe working practices, the safe utilization of equipment and tools, the recognition of hazardous conditions, etc. Communicates with management, coworkers, City employees and officials, and representatives from other agencies to establish and maintain effective working relationships. Prepares reports on inspection and audit report findings, industrial hygiene results and recommendations, safety engineering regulations, and incident investigation reports.

**Manual/Physical:** Investigates employee accidents and conducts department safety inspections. Inspects trenches, confined spaces, etc., at work sites to ensure conformance with OSHA and ADOSH standards. Distinguished colors regarding electrical wires regulatory labeling. Detects hazardous materials and chemicals. Examines materials, equipment, and storage facilities to ensure the safety of employees. Operates a motor vehicle requiring a standard Arizona Driver's License in order to respond to emergencies, perform audits and inspections, and attend safety and operations meetings. Reviews safety training videos for department and Citywide applicability. Assists in adapting Citywide safety practices and policies to specific departments or divisions. Performs industrial hygiene studies. Installs and/or replaces filters, ribbons, and belts in order to calibrate and replace gas monitoring equipment used to establish safe work environments. Assists in maintaining an accident recording system. Operates a variety of standard office equipment. Enters data or information into a personal computer. Works in a variety of weather conditions while conducting investigation audits and training.

**Mental:** Researches and interprets safety rules, regulations, and procedures for department supervisors and employees. Develops safety procedures and guidelines. Participates in administering ADOSH, DOT, and related safety standards and in developing Citywide safety programs. Analyzes accident information to recommend future corrective action. Develops and recommends procedural changes to improve employee safety. Develops and coordinates safety-related training sessions. Understands and interprets blueprints, schematic drawing, and layouts in order to review equipment, building renovation, construction, and demolition. Performs equipment and gas system design reviews at two levels of completion. Learns job related material through on-the-job training and in a classroom setting.

### **Knowledge/Skill/Abilities:**

Knowledge of:

the principles, techniques, and methods of modern safety administration;  
the current and available safety testing equipment, supplies, and personal protective equipment;  
OSHA, ADOSH, DOT, and related safety standards;

the safe operation of trenching equipment, forklifts, backhoes, aerial lift or bucket trucks, and similar equipment;  
the basic principles of employee safety training and work behavior motivation;  
the principles associated with the provision of a safe working environment, as well as safe working practices and procedures in general;  
municipal water, natural gas, and electric utility operations; and  
confined space, manhole entry, chemicals, and large construction equipment safety practices and procedures.

Skill in the use and care of toxic level meters, personal dosimeters, and noise level meters.

Ability to:

assist in administering OSHA, ADOSH, DOT, and related safety standards;  
conduct safety inspections, investigate accidents, and write reports on findings;  
develop safety programs and procedural changes to improve employee safety;  
prepare, conduct, and coordinate safety-related training sessions;  
present ideas both verbally and in writing; and  
establish and maintain effective working relationships with management, coworkers, City officials, and representatives from other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

EO/js/aa

CS4697.DOC

EEO-Prof

JOB FCTN-ADM

INCREMENTS 46-200

PAY RANGE: 51

IND-8810

SWORN-No