

## **SAFETY ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Safety Administrator manages, plans, directs, supervises, and evaluates the day-to-day activities of professional staff members involved in safety services and workers' compensation. This class: manages and administers City safety and workers' compensation policies and programs; ensures safety programs are in compliance with the state and federal Occupational Safety and Health Administration (OSHA), Arizona Department of Occupational Safety and Health (ADOSH), and related safety and health standards and regulations; manages accident prevention, loss control, and safety training; prepares the budget for Safety Services and Workers' Compensation including presenting justification for budget requests and monitoring budget expenditures; prepares policies, procedures, and reports on safety operations and activities; audits and inspects city facilities and equipment using ADOSH, Department of Transportation (DOT), OSHA, Life Safety Codes, and other applicable standards; performs employee and contractor pre-job walks, inspections, and audits; conducts hazard and risk assessments using safety, industrial hygiene, emergency response, and occupational health fundamentals; provides a process to investigation occupational injuries and illnesses, near misses, and motor vehicle collisions; analyzes accident data to identify accident trends and measures the effectiveness of safety specific programs; anticipates, recognizes, evaluates, and implements solutions identified through periodic monitoring and customer complaints in relation to industrial hygiene issues; provides guidance to minimize the risk associated with the renovation, construction, and demolition of city owned facilities; and administers the Transitional Work Program. Workers' Compensation duties include: ensures workers' compensation programs are in compliance with the Industrial Commission of Arizona (ICA) and state statutes; manages the workers' compensation trust fund; reports on workers' compensation operations; investigates, analyzes, and recommends compromising settlement; pays taxes, completes, and submits documents necessary to maintain the City of Mesa's self-insured, self-administered status for Workers' Compensation; secures excess workers' compensation insurance and processes claims with the carrier; completes, verifies, and submits all documents related to worker's compensation self insurance applications; investigates, analyzes, and carries out workers' compensation subrogation efforts; provides workers' compensation indemnity payments; provides payment of debts received as a result of the adjudication of workers' compensation claims. The supervisory responsibilities involve: selecting and training staff; evaluating workload and determining assignments; and evaluating performance. This class is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Critical decisions made by the incumbent include staff selection and development; interpretation and application of state/federal OSHA laws and regulations, ICA, and state statutes; and formulation of rules and policies. An employee in this classification exercises considerable initiative with latitude for independent judgment. This class receives general supervision from the Assistant Human Resources Director, who reviews work through observation, conferences, and the evaluation of overall results achieved. This class is FLSA exempt-executive.

### **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 graduation from an accredited college or university with a Bachelor's Degree in Occupational or Industrial Safety, Safety or Industrial Engineering, or a related field. Extensive (5+ years) experience administering or coordinating occupational safety programs.

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

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Public Sector, supervisory experience and workers' compensation knowledge are highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with City officials, City employees, management, coworkers, subordinate staff, representatives from various regulatory agencies, medical providers, third party insurance companies, and the general public to establish and maintain effective working relationships. Instructs and gives technical advice to staff regarding safety and workers' compensation issues. Trains professional and paraprofessional staff. Makes appropriate verbal and written recommendations. Prepares accurate and complete reports, policies, and procedures on safety and workers' compensation operations and activities. Composes summary reports related to safety services. Prepares timely performance evaluations.

**Manual/Physical:** Reviews work products of others to ensure compliance with federal and state laws and regulations. Reviews expenditures for Safety Administration and Workers' Compensation programs. Recommends improvements and modifications. Assembles data and documents and prepares reports. Delegates work and follows up on performance. Attends meetings and serves on various committees. Operates a motor vehicle requiring a standard Arizona Driver's License when attending meetings and conducting audits and inspections of City facilities.

**Mental:** Plans, coordinates, and directs the staff and activities for Safety Services and Workers' Compensation. Analyzes, develops, and implements programs, policies, and procedures. Monitors legislation to ensure compliance with federal, state, and local laws. Oversees budget preparation involving presenting justification for budget requests and monitoring budget expenditures for operational efficiency. Manages the Citywide safety program, which incorporates the current practices and philosophies adopted by the safety profession concerning accident prevention, liabilities, and injuries. Manages the citywide workers' compensation program which adheres to the ICA regulations and various state statutes. Reviews and evaluates subordinates' work in progress and upon completion to ensure compliance with plans, directives, and departmental operating policies and procedures. Establishes work standards, operating procedures, and work-related goals. Identifies and resolves operational problems consistent with accepted practices and directs the correction of these problems. Resolves performance problems and counsels subordinates. Adjusts work schedules to meet emergency situations. Comprehends and makes inferences from written material. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. Assists city staff with workplace violence abatement."

**Knowledge and Abilities:**

Knowledge of:

federal and state laws and regulations relating to safety administration including OSHA, ADOSH, DOT, and related safety standards;

State laws and regulations relating to administration of a workers' compensation program; principles, practices, techniques, and methods of modern safety administration and employee safety training;

principles associated with the provision of a safe working environment involving safe working practices and procedures;

accounting, budgeting, and financial management principles and procedures; and employee supervision, training, and evaluation practices and procedures.

Ability to:

perform a broad range of management responsibility over supervisory, paraprofessional, and administrative support personnel;

provide leadership in implementing City and departmental policies and programs;

analyze, interpret, and apply relevant applicable federal, state, and City laws, rules, and regulations;

identify and resolve procedural and operational problems;

work effectively to solve problems;

communicate clearly and concisely, both verbally and in writing;

evaluate complex financial data; and

establish and maintain effective working relationships with City officials, employees, subordinates, management, professionals, and the general public.

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.

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JOB FCTN-ADM

INCREMENTS 46-200

PAY RANGE: 57

IND-9410

SWORN-No