

SAFETY OFFICER**SUMMARY:**

Under general direction, develops and implements the City's Environmental Health and Safety Programs, DOT and Drug Free Workplace Alcohol and Drug Testing programs, and American with Disabilities Act (ADA) program; may perform other duties as assigned. This position reports to the Risk Manager.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are not in any hierarchical order)*

1. Conducts facilities inspections to include workplace hazard assessments, accident investigations, collects, and evaluates injury reports, tracks accident trends, and develops programs to minimize risk.
2. Develops and conducts EHS training programs for employees, supervisors, managers, directors, and officials to comply with Federal and State laws and regulations.
3. Develops and implements programs to properly manage and dispose of hazardous waste, conduct AST/UST inspections, respond to reported HAZMAT Spills and coordinates with Federal and State regulators for clean-up actions. Develops and submits annual reports to the State in regards to AST/UST programs. Coordinates with the Florida Department of Environmental Protection (DEP) or the Environmental Protection Agency (EPA) for hazardous waste operations or spills.
4. Develop and implement EHS procedures to insure City compliance with State and Federal laws and regulations.
5. Conducts program assessments to identify departmental program deficiencies.
6. Supervises the workers' compensation, general liability, EHS and Medical Service function, including drug and alcohol testing.
7. Develops bid specifications, and monitors work for services such as, safety and environmental training, hazardous materials response and clean-up, medical director services, lead paint and asbestos removal, industrial hygiene, ergonomic and in-door air evaluations and other support programs.
8. Attends and chairs numerous City safety committees, takes and publishes minutes and develops and publish required safety bulletins, documents, newsletters and web page updates.
9. Plans, organizes, and controls the work of assigned employees. Counsels employees on job performance and usually conducts hiring and/or discharge interviews.
10. Develops, investigates, plans, recommends and implements processes and procedures to improve loss control and loss prevention.
11. Performs on call services for emergency response.
12. Maintain the utmost confidentiality in dealing with employee medical records and claims records.
13. Prepares and monitors division budget requirements and expenditures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of safety statistical measurement methodology and possess a high degree of accuracy in accounting functions and recordkeeping.
- Requires an extensive knowledge of OSHA, EPA, DOT and ADA laws and regulations.
- Skills in performing EHS inspections and audits to identify non-compliance.
- Skills in professional business writing, including procedures.
- Skills in the use of PC systems and applications.
- Skills in public speaking and excellent written and oral communications.
- Skills in utilizing direct read instruments and wear personal protective equipment.
- Ability to interpret laws and regulations.
- Ability to wear personal protective equipment such as respirator and protective clothing.
- Ability to develop procedures and provide training to all levels of the organization to implement these requirements.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office and field setting. There is frequent need to walk, sit, talk or hear, use both hands and all fingers, handle or feel and perform other similar actions during the course of the workday. Work involves areas of height, rough surfaces, outdoor environments, maintenance areas, dusty and dirty areas, roadways or traffic work zones, confined spaces, heavy machinery, electrical, chemical, trenches, excavations, welding areas, mechanic areas, water plants, wastewater plants, ditches, canals, boat ramps, parks, waterways and docks. The environment may include hot or cold, wet or dry locations and all hours of City operations. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities require both close vision and the ability to adjust focus. The ability to don and doff safety, respiratory and hazardous protective equipment. Noise environments in the field vary, with some work areas experiencing loud noises. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment testing, random drug testing for certain employees, and other criteria.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Safety, Occupational Safety and Health, Industrial Technology or Business Administration and five (5) years of professional experience in Safety Management, or any equivalent combination of training and experience. One (1) year supervisory experience, required. Certification as Certified Hazard Control Manager, Certified Safety Professional, Associate Safety Professional, or Certified Hazardous Materials Manager certification, highly desirable.

A valid State of Florida driver's license is required. A driver's license from another state (equivalent to State of Florida Class E) may be utilized upon application with ability to obtain the State of Florida driver's license within thirty (30) days from date of employment.