ASHEVILLE, NORTH CAROLINA

Classification Specification

Safety Officer
Job Code: 1635
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform job site inspections, advise employees on safe work practices and protective personal equipment, and lead safety trainings to ensure compliance with Occupational Safety and Health Administration (OSHA) rules, regulations, and requirements.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs job site inspections: conducts on-site risk and safety assessments and inspections of City buildings, grounds, equipment, materials, and employee work methods; evaluates work conditions and safety practices; and identifies hazards, safety needs and non-compliance issues, including protective equipment.

Analyzes safety practices, processes, and compliance measures: observes, analyzes, and documents employee job functions and tasks for hazard, workplace, and injury exposures; provides technical expertise and corrective action and training recommendations regarding OSHA compliant methods and best practices to managers and staff.

Develops, coordinates, and implements safety training programs: prepares training curriculum and materials; conducts safety training for new and existing employees regarding proper methods and techniques to ensure safety

compliance within assigned work areas; tracks and maintains training records; and assists with City Safety Committee meeting planning and presentations.

Drafts and assists in developing safety protocols and procedures: provides operational staff written guidance on safety regulations; coordinates with division and operational staff regarding updates and changes; and ensures written guidance complies with City and OSHA regulations and laws.

Maintains awareness of new applications, methods, trends, and industry, regulatory and legislative developments impacting safety compliance: maintains required certifications; and attends conferences, workshops, and training sessions as appropriate.

Communicates with supervisor, other City employees, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, job site assessments, employee training records, injury reports, safety training presentations and collateral materials, safety protocols and procedures, regulatory reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Risk Management, Occupational Safety, or related field is required; supplemented by three years of experience in safety training, safety inspections, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain OSHA certifications.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide semi-formal training to others in specific areas using furnished teaching materials.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, hazardous materials, toxic agents, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.