ASHEVILLE, NORTH CAROLINA

Classification Specification

Administrator, Safety
Job Code: 1630
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to implement and monitor safety training programs and perform related inspections and investigations 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.

Drafts, evaluates, and updates safety policies and procedures: identifies and researches new and existing safety regulations, rules, laws, etc. that impact City activities; interprets regulations; determines scope, compliance strategies, etc.; coordinates with City department staff to gather and provide information, answer questions, and give/receive advice and recommendations regarding policy creation and changes; and ensures requirements of current policies remain in effect.

Plans, coordinates and implements safety training programs and other programs as assigned: develops and maintains a safety training program calendar; evaluates and modifies training programs as needed; 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 markets and promotes safety programs to all City departments.

Conducts risk and safety assessments: conducts on-site safety inspections of City buildings, grounds, equipment, materials, and employee work methods to identify and minimize safety risks: evaluates work conditions and unsafe practices; identifies short- and long-term safety needs and non-compliance issues; and provides corrective recommendations.

Conducts investigations: investigates reports of safety hazards and injuries; visits accident sites; investigates accidents and injuries to ascertain cause and recommend corrective action if appropriate; compiles and analyzes data on accidents and loss experience to identify trends; and prepares and submits related reports and records as required.

Coordinates safety committee: facilitates meetings; leads and participates in activities; coordinates with committee members to develop, implement, and record changes and modifications to the overall safety program; provides technical advice and guidance; prepares and distributes meeting agenda and minutes; and maintains committee records and documentation.

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

Communicates with supervisor, other City employees, consultants, trainers, 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, injury and accident reports, safety and health regulations, investigation analysis, inspection reports, training materials, safety policies, 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 Business, Occupational Safety, or a related field required; supplemented by three years of experience in safety compliance and training; 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.

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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

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, and/or advisory 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 with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

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 light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, 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 temperature and noise extremes, machinery, or traffic hazards.

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.