

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB432 Employee Safety Program Manager
<b>POSITION #/TITLE:</b> 2534 Employee Safety Program Manager	<b>Adopted:</b> 07-97
	<b>Revised:</b> 02-11

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Human Resources	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11 12 with certification
<b>Reports To Position #/Job Code #/JC Title:</b> 1212/NB214/Human Resources Director	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Respirator fit testing
<b>Personal Protective Equipment:</b> All applicable equipment necessary for work in the field.	

<b>General Statement of Duties</b>
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Plans, develops, evaluates and administers a wide variety of professional and technical duties in administration of the employee safety program. Performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. The Safety Program Manager is distinguished from the Water Utilities Safety Coordinator by the city-wide responsibility for occupational safety responsibilities of this position.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, develops, evaluates and administers employee safety programs;  
Plans and coordinates the provision of training with industrial representatives and program experts;  
Researches and analyzes Federal and State laws and regulations to identify new and modify existing programs;  
Coordinates and conducts field audits and inspections of plants, job sites, and facilities to identify safety and health related hazards, problems, concerns, procedures and trends;  
Investigates accidents and safety hazards to develop reports and recommendations for corrective action;  
Monitors, reports and evaluates training actions, compliance issues and operational aspects of the City's Respiratory Protection, Hazard Communication, Confined Space Entry, Lockout/Tag-out, Emergency Preparedness and Process Safety Management programs;  
Serves as liaison to internal and external customers to provide program information, law and regulation interpretation and training regarding safety, health and environmental issues and concerns;  
Facilitates and conducts industrial hygiene monitoring and prepares reports, summaries and recommendations;  
Develops and implements City safety and health policies and programs for regulated and non-regulated safety and health concerns;  
Reviews, analyzes and maintains records regarding workers' compensation program data and statistics;  
Maintains the Safety technical and safety training library;  
Develops training plans and modules, audio/visual aids, lesson plans, guidebooks and examinations;  
Plans, develops and monitors training schedules, oversees the maintenance of training records;  
Serves as City representative for health and safety training, emergency planning and quality improvement

committees;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of occupational safety theories, job safety analysis techniques and safety inspection procedures;

Comprehensive knowledge the use and proper safety processes for City operational equipment, operational processes, chemicals, hazardous gasses and materials;

Comprehensive knowledge of Federal and State laws and regulations for occupational safety programs such as Respiratory Protection, Hazard Communication, Confined Space Entry, Lockout/Tag-out, Emergency Preparedness and Process Safety Management;

Thorough knowledge of adult education principles and practices;

Thorough knowledge of occupational health injuries, diseases, and diagnosis;

Ability to coordinate and provide safety training programs;

Ability to maintain safety and training records and develop and interpret statistical reports;

Ability to communicate effectively and establish and maintain effective working relationships with other City employees, supervisory personnel, contract training providers, and State and Federal Occupational Safety personnel;

Ability to prepare accurate and reliable reports containing safety, health and training findings, conclusions and recommendations;

Ability to operate a personal computer program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Industrial Hygiene, Safety or Occupational Health or closely related field; and

Considerable experience developing and administering employee safety and programs; or

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Possession of Certified Occupational Safety Specialist (COSS) or related specialized certification preferred.

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment;

Sufficient personal mobility, which permits the employee to present training programs and inspect City plants and facilities.