

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB432 Safety Coordinator
POSITION #/TITLE: 1693, 2534 Safety Coordinator	Adopted: 11-16
	Revised:

POSITION DESCRIPTION

Dept: Finance	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 730/NB145/Risk Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Respirator fit testing
Personal Protective Equipment: All applicable equipment necessary for work in the field.	

General Statement of Duties

Provides technical and administrative guidance in promoting occupational health and safety. Facilitates compliance with occupational and environmental regulations and compliance programs. Coordinates and conducts health and safety training; conducts field safety audit and inspections; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Conducts needs assessment for safety and health training, including planning, developing, conducting or coordinating for safety and health regulatory compliance training modules;

Conducts safety and health audits and inspections of plants, job sites, and facilities to identify hazards, problems, concerns, procedures and trends;

Conducts job safety analysis to identify potential hazards and make recommendations for improvement to help in eliminating hazards;

Performs regular assessments of personal protective equipment which could include but is not limited to inspections, testing, certifications and environmental and air quality testing;

Maintains the City's technical and safety training library;

Plans, develops and monitors training schedules, maintains training records and coordinates awarding of safety and training continuing education units required for licensure and certification;

Monitors, reports and evaluates training actions, compliance issues and operational aspects of the City's Safety Management programs;

Ensures through investigation of all job-related accidents and incidents that appropriate root cause and corrective action is taken;

Present in the field of work to learn about safety issues that impact departments and assists with developing training to address department concerns;

Assists insurance and regulatory investigators with on-site investigations and inspections;

Develops and maintains, including updating as needed, Comprehensive City-Wide Safety Policies and Department Procedures;

Promotes safety through direct interaction with employees regarding the importance of safe work habits developing a culture of safety;
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

Good knowledge of occupational safety theories, job safety analysis techniques and safety inspection procedures;
Good knowledge of the use and proper safety processes for City operational equipment, operational processes, chemicals, hazardous gasses and materials;
Good 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;
Good 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 providing adult training and developing safety and health regulatory compliance programs; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Drivers License upon appointment.

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.