

# RISK MANAGEMENT SAFETY SUPERVISOR

Job Code	Pay Grade
15840	SM8

## Nature of Work

This is responsible professional and supervisory work with administrative responsibilities for complex and important organizational efforts over safety and occupational health activities in the Safety Division of the Risk Management Department. The incumbent supervises Pinellas County Government safety and occupational health related matters. The incumbent supervises staff responsible to develop, implement, and evaluate Pinellas County Government's worker safety, occupational health, drug free workplace programs, driving policies and related initiatives. The principal functions of the position are to establish and enforce requirements and policies to ensure minimization and elimination of human injury, property loss, and productivity losses caused by harmful contact incidents through the design and implementation of effective policies, education, special programs, and sound practices. The incumbent supervises both professional and highly technical activities associated with Pinellas County Government in fire protection and prevention requirements, employee safety training, hazardous material safety, safe chemical storage/use, and occupational health (first aid, pulmonary and respirator) testing. The incumbent performs or oversees investigations and organization efforts to analyze or evaluate results and to recommend changes in work place policies and practices to ensure safety. The incumbent is responsible for managing vendor contracts related to safety. The incumbent is responsible for coordinating the Risk Safety Division response in the event of a disaster. The incumbent exercises considerable independence and judgment. The incumbent reports to a senior manager or designee.

## Minimum Qualification Requirements

- 7 years experience implementing technical and administrative components in large employment occupational and safety programs or related field that includes team leader, supervision or supervisory training; or
- Associate's degree with major course work in occupational and safety programs or related field and 5 years experience as described above; or
- Bachelor's degree with major course work in occupational and safety programs and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License (CDL) and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position including such designations as Certified Safety Professional (CSP) and/or Licensed Safety Professional.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises staff establishing and implementing policies, practices, and guidelines for safety and occupational health, the design and implementation of a safety and occupational health organizational structure to maintain safety and develop systems to identify cost savings and other benefits of a strong, effective, and proactive safety and occupational health program.
- Monitors educational requirements of staff and ensures that appropriate training and/or designations and certifications are maintained.
- Oversees the development and implementation of a variety of risk management programs such as the federal drug testing for CDL holders, chemical and biohazard waste and various other safety programs.
- Oversees staff efforts to reduce occupational injuries and diseases arising out of employment through training and educational workshops and presentations.
- Recommends training and educational resources to reduce or eliminate potential accident related loss and the establishment of procedures to accomplish this objective; this requires the analysis of accident and illness data, applicable legislation, and job hazards to design appropriate education activities; safety and occupational health managers frequently work with staff to review employee training requirements and to provide appropriate courses and seminars.

# RISK MANAGEMENT SAFETY SUPERVISOR (continued)

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## Illustrative Tasks (continued)

- Assesses conditions to minimize adverse effects on the safety and occupational health of individuals by assisting groups/committees to perform systematic inspection of the work areas to identify and eliminate unsafe and unhealthful environmental conditions and to determine compliance with generally accepted safety and occupational health standards.
- Measures and determines the effectiveness of safety and occupational health efforts on a continuing basis by establishing and administering information and reports to measure the degree of achievement of safety and occupational health goals.
- Responsible for driver training and licensing programs for drivers of county vehicles; reviews driving records of employees; participates in counseling and remedial training for drivers with problems.
- Attends department and work center safety meetings to promote and maintain understanding of safety programs and overall county loss control objectives.
- Prepares reports and participates in meetings with citizens, other agencies, governmental entities, county officials, department directors and employees.
- Analyzes departmental losses; advises department directors and employees in matters affecting loss control; coordinates and promotes inter-departmental cooperation.
- Coordinates Safety Personnel roles for emergency situations.
- Manages contracts and purchasing process with vendors related to safety.
- May perform data processing related duties including using available statistical packages or programs encoding data, data entry and retrieval and routine computer terminal operations and programming/re-programming.
- Attends conferences, workshops and meetings to ascertain new developments or changes in law pertaining to assignments.
- May be required to be available by phone or other electronic device to respond to emergencies and provide assistance or instruction.
- Performs related work as assigned or assigned.

## Knowledge, Skills, and Abilities

- Knowledge of principles, standards, and techniques of safety and occupational health management; environmental health, industrial hygiene, physiology, sociology, and other technology that contributes to the achievement of comprehensive safety and occupational health objectives.
- Knowledge of appropriate safety laws, codes, standards and regulations such as OSHA and ANSI.
- Knowledge of appropriate federal laws, codes, standards and regulations such as FMLA, FLSA and HIPAA.
- Knowledge of standard office software applications such as word processing, spreadsheets, email, internet access and data processing.
- Ability to apply computer applications and software.
- Ability to supervise staff implementing professional and technical safety and occupational health programs.
- Ability to establish and maintain effective working relationships, resolve stressful and difficult situations, and conduct effective negotiations with all levels of employees, individuals, professionals, the public, and organizations with tact and diplomacy.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to conduct in-depth investigation of accident circumstances and responsibilities.
- Ability to maintain and analyze statistical and factual reports, exercise sound judgment, and determine appropriate action.

For official use only

Re-instated	EEOC Code	Overtime Code
10/14	Professionals	Exempt