



Risk Management Safety Manager

Category: Exempt
Pay Grade: E26
Job Code: 14619

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs responsible professional and managerial 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; responsible for supervision and performance management of a team comprised of Risk Management and administrative support personnel; supervises staff responsible to develop, implement, and evaluate County Government's worker safety, occupational health, drug free workplace programs, driving policies, and related initiatives; supervises both professional and highly technical activities associated with 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 must exercise considerable independence and judgment.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- Establishes and enforces requirements, policies, and special programs to ensure minimization and elimination of human injury, property loss, and productivity losses caused by harmful contact incidents;
- Monitors educational requirements of staff and ensures that appropriate training and/or designations and certifications are maintained;
- Participates in safety and loss control programs, including the development and presentation of occupational safety and health training programs;
- 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 which 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;
- 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;

- Oversees driver training and licensing programs for drivers of County vehicles, reviews driving records of employees, and 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;
- 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;
- Analyzes departmental losses, advises department directors and employees in matters affecting loss control, and coordinates and promotes inter-departmental cooperation;
- Manages vendor contracts related to safety and coordinates the Risk Safety Division response in the event of a disaster; 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (7) years of 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 an Associate's degree with major coursework in occupational and safety programs or related field and five (5) years of experience as described above; or a Bachelor's degree with major coursework in occupational and safety programs and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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;

- Ability to use or repair small, medium, and heavy equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.