

CLASS TITLE: SENIOR SAFETY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under the direction of the Human Resources Risk Manager, assists management in promoting and ensuring a safety-first culture, committed to safe working conditions, safe behaviors and safety excellence in the City and coordinates all aspects of safety training for City employees and other related assigned duties.

ESSENTIAL TASKS:

- Coordinate and provide for development, presentation and implementation of safety and health related training for all City employees to ensure training requirements are met and documentation is accurate and maintained efficiently
- Coordinates the City of Tulsa Commercial Driver's License program by providing effective classroom and driver's training
- Participates in the review of collision, injury and other data and consults with department management across the City regarding programs and tactics to reduce risk
- Coordinates and conducts investigations of occupational injuries, vehicle collisions, and other incidents and prepares reports
- Coordinates and performs field and worksite safety inspections, facility and process audits, and prepares documentation all according to State and Federal regulations, city ordinances and safety policies
- Researches, prepares and updates safety policies, initiatives and other programs including opportunities to eliminate work place accidents and injuries
- Coordinates the safety policy approval process and oversees online posting for policies, including location and content management
- Coordinates various meetings and oversight committees, in regards to safety
- Supervises, assigns work to and provides expertise to safety section staff
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in industrial safety or a closely related field and four (4) years of experience in a field relevant to the essential tasks of this job description including two years of supervisory experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the modern principles and practices of safety and health methods and procedures within local and state government. Considerable knowledge of training principles and techniques needed to plan, coordinate and implement successful safety training programs for large numbers of employees. Ability to develop/implement effective and concise safety and health policies; ability to inspect, identify, and recommend correction of departmental safety hazards based on OSHA and other related federal regulations as well as City policies; ability to motivate and inspire. Must have excellent human relations and verbal/written communication skills; ability to understand and influence others to achieve safety culture objectives. Excellent organizational, analytical and problem-solving skills; attention to detail and accuracy required. Must be adaptable and receptive to change.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pulling up to 60 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and must acquire a Class "A" Commercial Driver's License (CDL) within one (1) year of date of hire. Associate Safety Professional (ASP) or Certified Safety Professional (CSP) certification is preferred.

WORKING ENVIRONMENT:

Working environment is primarily outdoors and in inclement weather; and occasionally indoors in an office or training classroom setting; and requires travel to various locations for inspections, audits, vehicle accident investigations, and training.

Class Code: 1118

EEO Code: E-02

Pay Code: EX-40

Group: Clerical and Administrative

Series: Personnel Management

Effective Date: September 22, 2021