

CLASS TITLE: POLICE SAFETY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for the development, implementation, and evaluation of a variety of equipment control, safety, and loss control programs and functions in the Police Department and other related assigned duties.

ESSENTIAL TASKS:

- Plans, develops, and implements a variety of equipment, safety, and loss control programs
- Develops specifications for the purchase of equipment
- Maintains computer records of equipment, vehicles, and assignments
- Provides investigative analysis and corrective procedures for accidents
- Maintains, issues, retrieves, and authorizes repairs of department equipment and property
- Develops and conducts specialized training for department personnel, including driver training
- Identifies and monitors budget needs for departmental safety equipment
- Prepares program reports and statistical data
- 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 business, industrial safety, or a related field, and three (3) years of progressively responsible experience in the field of safety and equipment control; 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 loss control methods and procedures; and considerable knowledge of training principles and techniques. Ability to plan, coordinate, and implement safety training programs for a large number of employees; ability to assess responsibility and cause concerning occurrence of accidents or hazard potential of various issues pertaining to life and property; ability to compile and interpret statistical data; ability to prepare effective verbal and written presentations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization. Skill in the use of personal computers.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; physical dexterity and motor skills sufficient to control an automobile at high speeds and during high stress situations; may be subject to walking, sitting, reaching, and handling; 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 possession of CLEET Instructor Certification - Law Enforcement Driver Training Certificate.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations to conduct training sessions.

Class Code: 3007

EEO Code: N-05

Pay Grade: AT-36

Group: Public Safety

Series: Public Safety Technical

Effective date: December 1, 2000