

### SAFETY COORDINATOR

DESCRIPTION: This is supervisory, training and coordinating work in safety hazard identification and correction. Incumbents develop training courses and materials according to agency needs. Safety training and modifications are presented to management for adoption. Guidelines include state and federal statutes, codes and regulations; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises specialists performing training and inspections.

Coordinates and conducts agency wide basis training courses such as CPR, defensive driving and first aid and specialized training related to specific needs.

Reviews and analyzes accidents and recommends changes in procedures; consults with supervisors about causes and solutions.

Writes specification for equipment and assists in selection of equipment and materials.

Compiles statistical data on accidents, recommends modification or adjustments and presents these to management for adoption.

Coordinates and monitors safety programs and meetings with supervisors.

Maintains training and accident records on employees.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: training development and techniques; principles and techniques of accident prevention; the application of industrial safety devices; federal, state and local safety laws, rules and regulations; basic safety courses; fire codes and fire prevention methods, mechanical, electrical, and chemical safety; inspection procedures; equipment functions and operations.

Ability to: analyze data and recommend corrective action; instruct classes and present information; communicate orally and in writing at all levels; interpret laws, rules and regulations; supervise and coordinate subordinates activities.

SAFETY COORDINATOR (continued)

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. A general qualification guideline for positions in this class is a Bachelor's degree in industrial engineering and broad experience in safety investigation and training or equivalent education and experience. Certification in various safety courses may be required.