



Safety Officer and Training Administrator

FLSA Status: *Exempt*
Union Status: *AFSCME*
Salary Range: *109*
Safety Sensitive: *No*

General Definition of Work

The Safety Officer and Training Administrator is responsible for planning, developing, and administering comprehensive health and safety programs for the City facility, division, or department to which they report. This includes measuring and evaluating the program's effectiveness and conducting safety training. The Safety Officer and Training Administrator is also responsible for developing and/or coordinating the development of training with other staff and training providers and maintaining training records on all training required staff.

Supervision Received

Works under the General Supervision of Facility Manager, Section Supervisor, Division Director, or Department Director.

Supervision Exercised

None.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. A position may not include all of the duties listed and the listed examples are not an exhaustive list of the duties that may be found in a position of this class.

Essential Functions

- Analyzes all accidents for determining methods of accident prevention, prepares written reports with recommendations for corrective action.
- Analyzes history of accidents and develops accident prevention programs.
- Collects and analyzes data to evaluate the effectiveness of the safety program. Develops and implements new methods to improve program's effectiveness.
- Conducts facility and worksite inspections, identifies, and evaluates hazardous conditions and practices, prepares written reports with recommendations for corrective action as established by the inspection schedule, and monitors the workplace compliance with recommended corrective action in accordance with the established inspection schedule to ensure compliance with all health and safety regulations.
- Coordinates the development of training with other staff and training providers and maintains training records on all training required of BDD staff.
- Develops, implements, administers, and enforces the health and safety policies, procedures, and standards for the BDD.
- Expertise in functional area and ability to analyze and communicate well both in verbal and written format.
- Inspects work procedures, environment, machinery, and equipment for conformance with governmental standards or in response to a complaint or accident. Interviews supervisors and employees to obtain facts about work practices or during accident investigations. Rates unsafe conditions according to factors such as severity of potential injury,

likelihood of recurrence, and potential for loss. Prepares written report of findings and recommendations for correction of unsafe or unsanitary conditions.

- Interprets safety standards and codes, conducts informational meetings to communicate general safety concepts and procedures to ensure compliance with safety standards, codes and regulations and holds regular safety meetings.
- Observes employees at work to determine compliance with safety precautions and the use of safety equipment.
- Oversees the development and implementation of educational safety training programs and other training programs for management and employees. Updates management and employees on latest governmental safety regulations. Establishes and maintains effective working relationships with Federal, State, and local agencies. Communicates with the public.
- Oversees an aggressive safety inspection program, including conducting a monthly audit with the Safety and Work Appearance Team (SWAT), to detect and correct/mitigate hazardous conditions. Shall document and report violations of safety policies and standards. Will identify corrective actions and responsible parties to mitigate situation.
- Performs other duties as assigned.
- Uses information from findings to develop, forecast, and maintain safety budget.

Essential Functions Specific to Posting at Buckman Direct Diversion (BDD)

- May spend up to half of annual time providing safety and training functions as outlined above to non-BOD personnel in the Santa Fe County Utility Department or City of Santa Fe Water Division. Such time will be coded by the BOD financial center so that only the benefiting group pays for this time.

Knowledge, Skills, and Abilities

- Ability to communicate effectively both verbally and in written format and must be able to speak before small and large groups and develop and maintain successful business relationships.
- Extensive knowledge of OSHA, EPA, NIOSH and NFPA regulations; chemical properties; the proper handling of chemicals; and hazmat and spill remediation. Knowledge of training design and development, implementing and developing policies and procedures, training philosophies and methodologies.
- Extensive skill in using computers, software applications and financial systems; in effective written and verbal communication; in developing and maintaining professional business relationships; and in designing and developing financial reports and statements utilizing financial software applications.
- **Attention to Detail** – Ability to be thorough when performing work and conscientious about attending to detail.
- **Customer Service** – Ability to interact with customers in a friendly and professional manner, ability to work to resolve issues quickly and effectively, and is knowledgeable about products and services.
- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; makes quick, clear decisions which may include tough choices, after considering risks.
- **Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- **Delivering Results** – Ability to set high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.
- **Interpersonal Skills** – Ability to show understanding, respect, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relate well to different people from varied backgrounds and different situations.
- **Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.
- **Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.
- **Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.
- **Resilience** – Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Skills in computer software/applications/office technology**- Knowledge of modern office practices, procedures, and the use of standard office equipment and machinery.

- **Teaching Others** – Helps others learn through formal or informal methods; provides resources to help teach others; acts as a mentor.
- **Thinking Strategically** – Thinks strategically and promotes best practices and leading-edge ideas.
- **Writing** – Writes in a clear, concise, and organized manner for the intended audience.
- **Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Education Requirement

Graduation from an accredited college or university with a bachelor's degree in occupational health, safety, or a related field, such as engineering, biology, or chemistry.

Experience Requirement

Four (4) years of progressively responsible experience in industrial or occupational safety, including experience developing and delivering educational safety training programs.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for the minimum experience requirements.

Licensure and Certifications

- Must possess a valid driver's license.

Special Requirements

- May conduct onsite inspections.
- Must have a reliable means of communication.
- Must obtain and maintain a City of Santa Fe driving permit within three (3) months of hire.

Physical Requirements

- Individual hired may be required to climb ladders.
- Must be able to comply with respirator and other PPE requirements.
- Requires the exertion of up to 50 pounds of force.
- Requires speaking or hearing and using hands to finger, handle or feel, requires sitting, standing, walking, stooping, kneeling, crouching, or crawling, reaching with hands and arms and lifting.
- Standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work is strenuous and may require extended periods of walking, standing, lifting, carrying.
- Work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles, and observing general surroundings and activities.

Working Environment

- Work is performed indoors in a typical office setting with appropriate climate controls.

- Work occasionally requires exposure to environmental conditions and allergens.
- Exposure to Video Display Terminals (VDTs) and Cathode Ray Tubes (CRTs).
- Exposure to hazardous conditions such as dangerous machinery, extreme weather conditions, blood borne pathogens, heights and depths, hazardous chemicals, and infectious disease.
- Work may require irregular work hours, late meetings, travel, and may be called out to address emergency situations.
- Work occasionally requires exposure to environmental conditions.
- Some travel to off-site locations is required.

EEO/ADA Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Veterans' Hiring Initiative

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans with an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veterans' Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status for the position in which applying for.

Applications must be submitted online at:

<https://cityofsantafenemployees.munisselfservice.com/employmentopportunities/default.aspx>

Resumes will not be accepted in lieu of the city application form unless the position status is at-will. When required of the position, high school diploma/GED, college degree(s), certification(s), or license(s) must be attached at the time of submission of the application. Each applicant is considered only for the current vacancy indicated on the application submitted. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. Incomplete applications will not be considered. Applications become public record upon receipt and may be made available for public inspection upon request. Pre-placement physical exams, and drug and alcohol screenings are required for some positions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Acknowledgement

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

I have read and understand the above job description. I verify that I meet the requirements and am able to perform the duties and responsibilities on this job description.

Print Employee Name

Date

Employee Signature