

MAJOR FUNCTION

This is specialized technical work in developing, organizing and implementing effective accident prevention programs and safety procedures for department personnel. An employee allocated to this class is responsible for developing and implementing safety awareness programs and coordinating, developing and presenting safety training for the applicable operating unit employees. Work is performed under the general direction of an administrative supervisor who reviews the work through observation and evaluation of programs, reports, conferences, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists City departments, management and supervisors with/or implements and administers safety programs to minimize the frequency of accidents and severity of injuries and to facilitate ongoing programs of instruction involving department personnel at all skill levels. Inspects work locations for the purpose of discovering and recommending corrective actions for unsafe conditions or unsafe work practices. Assists department employees to comply with all federal, state and local laws and ordinances concerning safety. Inspects vehicles, personal tools and safety equipment. Conducts follow-up investigations of motor vehicle and industrial accidents and recommends corrective or preventive measures to management. Posts material on bulletin boards concerning safety. Coordinates programs with division managers and training instructors. Makes corrective recommendations to appropriate administrative supervisors based on summary of inspections, investigations and trends of the causes and types of accidents and injuries. Performs related work as required.

Other Important Duties

Maintains records and summarizes reports on all accidents. Maintains a safety training library. Recommends changes in safety programs to keep pace with technological advancements. Establishes regular safety meetings with working units to stimulate and maintain interest in safety relative to work tasks. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the occupational hazards associated with the operation of equipment and facilities and of the necessary safety precautions. Considerable knowledge of all safety policies, methods, progress, procedures and safety equipment utilized within the assigned work areas. Considerable knowledge of applicable federal, state and local safety laws, policy and procedures, such as those of; the Occupational Safety and Health Administration (OSHA), the National Fire Prevention Association (NFPA), the American National Standards Institute (ANSI), the National Institute of Occupational Safety and Health (NIOSH), the American Public Power Association (APPA), the Water Environment Federation (WEF), the American Water Works Association (AWWA), the Florida Public Service Commission Safety of Gas Transportation by Pipeline, and the Federal Department of Transportation Regulation 49CFR193. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to communicate effectively, orally and in writing. Ability to prepare reports and maintain records. Ability to speak in public and to assemble and conduct training sessions relevant to employee safety risk factors, accident prevention and other topics relevant to work performance. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in industrial engineering, industrial hygiene, safety engineering or occupational safety and health, natural sciences, environmental science, business or public administration, education, or a degree accepted in the field in which the vacancy exists and two years of administrative or professional experience that includes responsibilities in a safety program, safety training, regulatory administration or adult education teaching experience; or possession of a high school diploma or an equivalent recognized certificate and six years of administrative or professional experience which includes responsibilities associated with the administration of a safety program, two years of which must have been at the foreman, technician, or skilled craftsman level; or an equivalent combination of training or experience.

Necessary Special Requirements

At the time of appointment, must possess a valid Class E State driver's license or the appropriate State Commercial Driver's License (CDL) and endorsement(s), as designated for the position by the department director.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager - Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

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