

City of Fort Worth, Texas

Job Description

Classification Title	Safety Manager		
Job Code:	MG1721	Job Family:	Management
Pay Grade:	614	Date Created:	02/19/2018
FLSA Status:	Exempt	Date Revised:	10/12/19

GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of the safety section within the Risk Management division. Coordinates assigned activities with other divisions, departments and outside agencies; and provides complex administrative support to either the Risk Management Assistant Director and/or the Human Resources Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Manages staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Manages City's drug and alcohol testing and programs for employees.
3. Analyzes safety data concerning accidents and developing long and short term strategies to solve injury trends.
4. Interprets and clarifies health and safety policies, procedures, rules and regulations; ensures compliance as defined by Federal, State, or local government agencies.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of safety programs, service delivery methods and procedures; and works with employees on the continuous improvement of risk management programs.
6. Acts as a consultant, to all city's departments in promoting and resolving safety problems.
7. Reviews and conducts accident investigations and inspections.
8. Develops, evaluates, and monitors the safety program, training activities to prevent accidents and injuries
9. Continues to stay well – informed of new developments in Occupational Safety and Health Administration (OSHA) regulations.

10. Monitors contract compliance from outside vendors or administrators in assigned program area, including employee benefits, and employee assistance program staff, and special projects.
11. Coordinates and participates in the revision of City personnel policies and procedures in assigned program area; and ensures compliance with policies and procedures.
12. Participants as a professional resource for special projects in assigned program area, including specialized training program development, reduction in force and outplacement activities, recruitment strategies, classification, compensation and benefits studies, wellness initiatives, and related personnel issues.
13. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
14. Serves as the liaison for the safety division or program area with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues; serves as a representative on a variety of boards, commissions and committees
15. Provides staff assistance to the Human Resources Director or the Assistant Human Resources Director(s).
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
18. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Principles and practices of safety management, program development and administration.
- Modern office equipment including computers, and supporting word processing and spreadsheet applications.
- Principles and practices of record keeping and report preparation.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Interpersonal relations.
 - Conflict resolution.
 - Computers and applicable software.
- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Interpret, explain and apply City personnel policies, procedures, rules and regulations in assigned program area.
- Apply principles and practices of safety.
- Act as a professional resource in assigned human resources program/area.
- Select, supervise, train and evaluate subordinate employees.
- Participate in the development and administration of division goals, objectives and procedures.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Operate modern office equipment including computers, and supporting word processing and spreadsheet applications.
- Interpret and apply federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university in Safety Management, Occupational Health and Safety, Science, Environmental Safety, Engineering, Business Administration, or a closely related field and five years of safety experience, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.