

SAFETY ADMINISTRATOR

General Statement of Duties

Performs specialized professional work to administer the Town's Safety program.

Distinguishing Features of the Class

An employee in this class is responsible for planning, evaluating, developing, implementing and monitoring a comprehensive safety program for the Town. This includes managing the Town's workers' compensation, regulatory safety compliance, employee safety and safety software. The work requires regular contact with department heads, supervisors, employees, community resources and leaders with considerable contact with peers from other municipalities, training resources, and the general public. Independent judgment is exercised in all aspects of work. Work is under the general supervision of the Safety & Risk Manager and is evaluated through observation, regular reports, and annual performance appraisals.

Illustrative Examples of Work

Identifies exposures, develops, and implements loss control measures and necessary training to reduce risks and protect the safety and health of employees. Maintains relationship with broker and loss control agents to further enhance existing programs.

Administers the Town's workers' compensation (WC) insurance program; ensures employees receive needed medical attention; identifies modified duty work when appropriate; coordinates OSHA requirements.

Develops, updates and provides mandated (Occupational Safety and Health Administration) and non-mandated written safety programs; develops, conducts and facilitates Town-wide or departmental safety training programs based on exposure or need; develops and conducts new employee safety orientation programs and maintains training records.

Conducts work site inspections; coordinates job hazard analysis of all positions; assists departments with all necessary compliance issues and maintains all safety policies and procedures.

Manages the Town's Hepatitis B, drug and alcohol workplace procedures to ensure compliance with OSHA, federal, state and local laws.

Prepares and manages program budgets; monitors expenditures; analyzes and produces various data for management reports and auditors.

Leads the Town's Safety Advisory Committee and serves on all department safety committees.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of local, state and federal laws and regulations relating to

vehicle accidents, personal injury and property damage.

Work requires considerable knowledge of standard practices in the investigation of incidents leading to claims.

Worker must be skilled in understanding, interpreting and applying relevant city, state and federal statutes, rules, ordinances, codes and regulations.

Employee must have the ability to analyze financial and accident data and formulate programs to protect the Town's assets from liability exposures.

Employee must have the ability to conduct claims investigations.

Employee must have the ability to interview effectively.

Employee must have the ability to negotiate with claimants and resolve or recommend resolution of claims successfully.

Employee must have the ability to establish and maintain effective working relationships with others.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and read extensively.

Worker is subject to both inside and outside environmental conditions.

Desirable Education and Experience

Bachelor's degree in Safety/Occupational Health, Human Resources Management, Business or Public Administration with some experience in safety/risk management or human resource management.

Special Requirements

North Carolina class C driver license

Fair Labor Standards Act (FLSA) Status

Exempt
2022