



JOB INFORMATION

Job Code	EE17
Job Description Title	Mgr, Safety
Pay Grade	LC11
Range Minimum	\$65,430
33rd %	\$82,880
Range Midpoint	\$91,600
67th %	\$100,330
Range Maximum	\$117,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/3/2018

JOB FAMILY AND FUNCTION

Job Family:	Legal, Compliance & Audit
Job Function:	Risk Management

JOB SUMMARY

Manages the development, implementation, and management of safety and health programs for a large department or division.

RESPONSIBILITIES

- Develops, implements, and manages in-house occupational safety and health programs.
- Reviews in-house work practices and procedures ensuring programs are in compliance with applicable safety and health guidelines and are completed in a safe manner.
- Develops, implements, and manages construction or contracted services safety programs by ensuring policies, procedures, specifications, and processes are followed.
- Conducts on-site safety audits to ensure compliance with safety requirements, including contractor compliance. Collaborates with the Office of Risk Management and Safety when appropriate.
- Tracks safety-related statistics regarding both in-house department performance on contracts and works with department administrators to correct deficiencies and to provide recommendations to improve trends.
- Develops, manages and facilitates required safety training and certification programs, by trade or department.
- Develops tracking processes and procedures to identify required training; documents training received and expiration of training; identifies safety training deficiencies, and sets up and arranges safety training classes.
- May be responsible for investigating root cause of accidents or injuries and prepares reports with finding and corrective actions.
- Leads department safety governance organizations and committees.
- Provides guidance and advises department administrators on all safety issues.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Engineering, Environmental Science, Environmental Safety, Health and Safety, Industrial Safety, Business or a degree in a relevant field.	and	6 years of	Experience implementing and/or managing workplace safety programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Occupational Safety and Health Administration regulations, thorough knowledge of federal and state health and safety regulations and reporting procedures.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.