

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SAFETY SPECIALIST

GRADE: 08

GENERAL DESCRIPTION

Performs routine (journey-level) duties developing and evaluating safety programs that maintain a safe, accident-free work environment within a county precinct. Acts as a liaison between the precinct and Hidalgo County's Employee Benefits Division – Worker's Compensation Section to provide all the necessary items requested for work related injuries and safety procedures. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Administer basic safety programs based on specialization

Implements safety programs

May conduct surveys and/or audits to ensure a safe environment and compliance with safety standards within the precinct

Maintains moderately complex and confidential records to prepare statistical, financial activity, and related reports concerning loss control issues

Responds to routine and non-routine inquiries regarding risk management, safety management, and emergency management programs within the precinct

Compile data and information for the analysis of accident or injury trends and help prepare recommendations for new or modified safety programs to reduce or prevent accidents

Directs and conducts safety training

Develops employee safety accountability procedures and a comprehensive safety and health program plan

Develops and implements programs and procedures, accident investigations, data analyses, and recurrence prevention efforts

Consults with and advises staff concerning the effectiveness of the safety program

Reviews safety procedures, rules, and standards

Serves as a liaison with the County's Health Benefits Division related to worker's compensation issues

Reviews construction plans prior to their finalization to ensure safety standards are met

May assist in investigations

May prepare special reports

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of two (2) years of experience in liability claims, worker's compensation, insurance, safety management, or related field required. Graduation from an accredited college or university with an Associate's degree in safety engineering, risk management, or a related field is generally preferred; Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Certifications in occupational safety or industrial safety or OSHA certification preferred

Knowledge, Skills, and Abilities

Must possess the knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Skill in investigative analysis

Skill in oral presentations and training

Skill in handling hostile, conflict, and uncertain situations

Skill in handling multiple tasks and prioritizing

Knowledge of occupational safety and health standards, rules, and regulations

Skill in using computers and related software applications

Ability to maintain confidentiality of information

Ability to plan, develop, organize, direct, control, and evaluate safety and health programs

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

