



Safety Officer
Road and Bridge

RB/30
Pay Grade: 17

JOB SUMMARY

This position is responsible for the development and implementation of employee safety training programs and for the development and enforcement of safe work policies and procedures.

MAJOR DUTIES

- Develops and implements employee safety policies and procedures to prevent accidents and incidents and achieve compliance with state and federal regulations.
- Conducts accident investigations, site safety visits, safety/loss inspections and assessments of county operations.
- Maintains files and records.
- Provides and/or coordinates safety training and materials for department employees.
- Facilitates and participates in safety teams and task forces.
- Perform any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of OSHA and other regulatory standards.
- Knowledge of safety industry terms, methods and techniques.
- Knowledge of job safety/hazard analysis principles.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures, OSHA standards, and safe work practices. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related safety management duties. The variety of working conditions contributes to the complexity of the position.
- The purpose of this position is to coordinate the department's safety program. Successful performance contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office or outdoors, where the employee may be exposed to cold or inclement weather. The work exposes the employee to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.
- Must have a high school diploma or GED from an accredited institution.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position ***is covered*** by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date