



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 417.2

Job Title: **SAFETY REPRESENTATIVE**

Pay Grade: 19

### **GENERAL SUMMARY:**

Performs administrative and technical work involved in implementing and maintaining a comprehensive safety program for the City or City departments as assigned.

### **RESPONSIBILITIES:**

- Conducts safety surveys and studies to evaluate needs and make recommendations.
- Inspects and tours work sites to evaluate safety programs and safe working conditions.
- Performs routine investigations of accidents and injuries to determine causal factors and makes recommendations regarding hazard management, avoidance and/or task modifications.
- Conducts field and in-house safety training programs on work practices, new products, policies and laws.
- Prepares, analyzes and distributes statistical data and reports concerning accidents, trends and solutions to work related problems.
- Prepares and reviews reports and records.
- Monitors fire protection program training, audits, drills etc.
- Reviews new developments in Occupational Safety and Health Administration (OSHA) law.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Technology, Business Administration, Public Administration or a related field. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

#### **EXPERIENCE:**

Two years of experience in safety administration or a closely related field are required. Pertinent professional experience may be substituted for the above educational requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision within standard operating procedures. The incumbent functions under general to specific review and at times autonomously, with the supervisor available to answer more difficult questions.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with city vendors and/or mid-level representatives of government agencies, guests, and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. The position may also require climbing and/or certain body contortions.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

- Safety Coordinator
- Safety Representative
- Safety Officer
- Safety Supervisor
- Safety Administrator

*Effective: October 1990*

*Revised: May 1997*