



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 418.2

Job Title: **SAFETY ADMINISTRATOR**

Pay Grade: 27

GENERAL SUMMARY:

Manages, initiates, plans, develops and directs the technical and administrative activities of a comprehensive safety program for the City of a city department.

RESPONSIBILITIES:

- Manages, coordinates, trains and evaluates safety staff and job assignments.
- Directs and coordinates the technical and administrative activities of the Occupational Health and Safety Programs.
- Determines procedures used in day-to-day operations to protect and improve the health and safety of personnel.
- Designs and implements various ergonomic programs to mitigate occupational injuries.
- Conducts and analyzes various types of occupational health surveys.
- Assists other departments in resolving health and safety problems, as well as training their personnel in using protective equipment.
- Advises and consults with representatives of the public, management, labor and professional groups on the organization and operation of occupational health activities.
- Evaluates scientific and statistical data, interprets results and prepares various reports.
- Plans and administers program budgets.
- Consults with local, state and federal agencies concerning regulatory guidelines and standards.
- Oversees the Hazard Communication/Right-To-Know Act.
- Stays abreast of all current guidelines and research concerning occupational exposures, including new developments in Occupational Safety and Health Administration (OSHA) law.
- Responds to health issues raised by the public.
- Attends and participates in meetings and conferences.
- Participates in public speaking and lecturing engagements involving safety issues, including city-wide safety training.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Technology, Business Administration, Public Administration or a related field.

CERTIFICATIONS/LICENSES:

Completion of advanced training resulting in certification as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH) or Certified Safety Executive (CSE) is preferred.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Six years of experience in safety administration or a closely related field are required. Some supervisory experience is preferred.

Pertinent professional experience may be substituted for the above educational requirement on a year-for-year basis. A related Master's degree may be substituted for two years of the above experience requirement.

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Manager or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager of the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperations; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting such as three or four reams of papers or books (up to 20 pounds or and equivalent weight) may be required.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. If/when working in field environments, there may be exposures to extreme levels of temperature, air/noise pollution, chemical gases and substances, and/or contagious diseases, or physical trauma conditions of a short-term disabling nature, such a broken bones.

SPECIFICATIONS: (continued)

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: April 2002