



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 416.2

Job Title: **SAFETY COORDINATOR**

Pay Grade: 15

GENERAL SUMMARY:

Coordinates a variety of safety training programs, policies and procedures to ensure safe working environments.

RESPONSIBILITIES:

- Coordinates safety activities, special related programs and personnel.
- Conducts on-site accident investigations and facility inspections.
- Advises field supervisors and others on safety trends, hazards, controls, policies, procedures and programs.
- Assists in conducting a variety of safety training programs.
- Investigates potentially unsafe conditions and recommends corrective action.
- Investigates accidents to determine cause and develops corrective action to prevent recurrence.
- Confers with employees' physicians on a routine basis to ensure that the employees are physically able to perform job functions.
- Evaluates safety programs with various divisions.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in Technology, Business Administration, Safety Administration or a related discipline; or certification/licensing in a technical specialty program of over 18 months and up to three years in duration. Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

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

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

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 lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

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: October 1991