CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 417.3

Job Title: **SAFETY OFFICER**

Pay Grade: 21

GENERAL SUMMARY:

Performs multidisciplinary, interdepartmental work in three or more safety areas such as Occupational Safety and Health: 1910 General Industry and 1926 Construction Industry, Department of Transportation CFR49, HAZMAT, Hazard Communication, Environmental Protection or Fire Protection; in order to implement and maintain a comprehensive safety program for the City or City departments.

RESPONSIBILITIES:

- Performs routine and more complex investigations of accidents to determine causal factors and makes recommendations regarding hazard management, avoidance and/or task modifications.
- Plans, develops and coordinates comprehensive safety surveys and studies.
- Designs, prepares and conducts safety and health training programs, such as first aid, defensive driving, proper equipment handling, work practices, new products, policies and laws.
- Inspects and tours work sites to evaluate safety programs and safe working conditions.
- Prepares, analyzes and distributes data and statistical reports concerning accidents, trends and solutions to work related problems, to all City departments.
- Conducts or participates in group and committee safety meetings in an advisory capacity.
- Acts as an advisor and/or liaison to other city departments in resolving safety and health problems.
- Keeps abreast of new and existing safety legislation, products and developments. Attends and participates in educational safety and health meetings and conferences.
- Provides guidance to less experienced safety professionals.
- Participates in speaking and lecturing engagements involving safety issues, to the public, as part of City-wide safety training, and other forums.
- Reviews new developments in Occupational Safety and Health Administration (OSHA) law.

SPECIFICATIONS:

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

EXPERIENCE:
Three years of experience in Safety Administration or a closely related field are required.

SPECIFICATIONS: (continued)

SUBSTITUTION:
Pertinent professional experience may be substituted for the above educational requirement on a year-for-year basis.

LICENSE/CERTIFICATION:
Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving. Completion of advanced training resulting in certification as a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) is preferred.

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general to specific review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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: April 1997
Revised: August 2023