CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 417.5

Job Title: **SAFETY ADVISOR**

Pay Grade: 24

GENERAL SUMMARY:

Functions in a centralized role providing technical, administrative, and analytical services to an assigned department(s). The Safety Advisors initiates, plans, develops, advises and directs the technical and administrative activities of a comprehensive safety program for the City within assigned City departments.

RESPONSIBILITIES:

- Directs and coordinates assigned aspects the technical and administrative activities of the City's Safety Program.
- 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 Safety surveys.
- Informs assigned other departments in resolving health and safety problems according to established standards, as well as training their personnel in using protective equipment.
- Advises and directs department safety supervisors of the public, management, labor and professional groups on the organization and operation of occupational health activities.
- Evaluates statistical data, interprets results, and prepares various reports.
- 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 Safety issues as related to employees and public.
- Participates in public speaking, lecturing, engagements and involving safety issues, including city-wide safety training.
- Assists with the planning of Safety programs budget.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Environmental Health & Occupational Safety, Science, Engineering, Business Administration, Public Administration or a related field.

SPECIFICATIONS: (continued)

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

SUBSTITUTION:
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.

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

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. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:
Exercises oversight over subordinate positions in the other departments.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors, and occasionally with Managers and 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 as broken bones.

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:

Performs related work as required.

JOB FAMILY:

Safety Coordinator
Safety Representative
Safety Officer
Safety Supervisor
Safety Administrator

Safety Advisor

Effective: October 1990
Revised: August 2016
Revised November 2016
Revised: August 2023