CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 417.6

Job Title: **SAFETY SUPERVISOR**

Pay Grade: 25

GENERAL SUMMARY:

Supervises, plans and coordinates a comprehensive safety program for the City or a City department.

RESPONSIBILITIES:

- Supervises the investigation and analysis of accidents that involve City property, equipment or employees.
- Plans, develops and coordinates comprehensive safety surveys and studies.
- Supervises the institution of improved personnel safety training or changes in equipment to prevent recurrence of accidents.
- Oversees various safety and health training programs such as first aid, defensive driving, proper equipment handling, work practices, new products, policies and laws.
- Keeps abreast of new and existing safety legislation, products and developments. Attends and participates in educational safety and health meetings and conferences.
- Participates in speaking and lecturing engagements involving safety issues, to the public, as part of citywide safety training, and other forums.
- Oversees the preparation, analysis and distribution of 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 with all levels of supervisors within a department.
- Acts as an advisor and/or liaison to other city departments in resolving safety and health problems.
- Reviews new developments in Occupational Safety and Health administration (OSHA) law.
- Develops, interprets and revises policies and procedures to enhance and improve operational efficiency and comply with regulations.
- Conducts and participates in special projects.
- Assists in preparing and monitoring budget procedures.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Technology, Engineering, 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. Completion of advanced training resulting in certification as a Certified Safety Professional (CSP) or Certified Industrial Hygienist (CIH) is preferred.

SPECIFICATIONS: (continued)

EXPERIENCE:
Five 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 is somewhat complex and varied, and requires the simple interpretation and/or application of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory personnel.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; 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 moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

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 an 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 pollution, noise pollution, chemical gases and substances, and/or contagious diseases, or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

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: March 1997