

**City of Dallas
Classification Specification**

Title:	Safety Officer II	Class Code:	20828
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	10/30/2014

Position Purpose:

Oversees implementation of risk management safety and loss prevention program. Responsible for monitoring and ensuring compliance with federal, state, and local regulations. To assess workplace hazards and unsafe situations and develop measures to assist departments in mitigating occupational injury, illnesses, and collisions.

Essential Functions:

1. Provides training, investigation and record keeping to ensure an effective loss control program.
2. Inspects department facilities and equipment for safety hazards; assists departmental management in defining safety goals.
3. Coordinates and implements programs in loss control, personal injury reduction, driver safety and accident reduction; may conduct classes as needed in a variety of safety topics.
4. Prepares reports as required to departmental management, Risk Management, governmental agencies or others on safety issues, chemical storage, training histories, etc.
5. Coordinates departmental appeals board hearings for safety violations.
6. Oversees the random, post accident and reasonable suspicion drug testing programs to ensure that programs are operated in compliance with all applicable laws, regulations and procedures.
7. Investigates incidents for processing of liability and subrogation claims to ensure proper payment resolution.
8. Performs other duties as assigned.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Thorough Knowledge of safety procedures and current federal, state and local regulations regarding work place safety and loss control.

Thorough knowledge of workers' compensation laws and procedures.

Knowledge of City personnel rules and the ability to supervise.

Ability to communicate clearly both orally and in writing.

Ability to plan and implement training programs on safety topics.

Ability to establish and maintain effective working relationships with employees at all levels

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must have Class C drivers' license.

May need certification for instruction in Defensive Driving/Remedial Training and CPR.

Must possess a valid safety and health certification; Associate Safety Professional (ASP) or Certified Safety Professional (CSP) preferred.

Working Conditions and Hazards:

Works in the office and in the field; subject to hazards when on the job site performing inspections.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.