

City of Dallas
Classification Specification

Title:	Safety Officer	Class Code:	20829
Application:	Career Series	Pay Grade:	G
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Assists in administering a departmental safety program by providing training and direction to department staff concerning safety policies and procedures to aid in the control, reduction, or elimination of occupational injuries, deaths and financial losses due to job injuries or accidents.

Essential Functions:

1. Prepares and presents a variety of safety meetings and training programs to employees, supervisors, and managers to disseminate information relating to safety goals, regulations, practices, techniques and standards.
2. Inspects work sites, equipment, and supplies and observes workers to determine level of compliance with established safety practices or to detect safety hazards and discusses findings with crew, supervisor and managers to facilitate the correction of identified safety hazards.
3. Investigates accidents and injuries involving personnel or city equipment by interviewing workers and supervisors and reviewing accident reports to identify trends in occupational injuries and needs for corrective actions.
4. Conducts job safety analyses to provide organized and understandable written descriptions of proper steps, methodology, and use of equipment or tools to perform job tasks.
5. Monitors safety records of employees and department divisions to identify eligibility for various safety awards and to identify when disciplinary action should be taken due to numerous safety violations.
6. Provides support to departmental committees whose charge is to review occupational injuries and accidents by ensuring that relevant reports and documentation are available and maintains records of committee proceedings to facilitate committee activities.
7. Compiles numerical data showing accident frequency, severity and related costs to provide information used to analyze accident related costs for the department.
8. Reviews workers' compensation reports to verify accuracy and completeness.
9. Coordinates defensive driving program and physical examinations of drivers and schedules employees for classes and physical examinations to ensure that department complies with standards set forth in city administrative directives; may conduct defensive driving classes.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills, and Abilities Required to Perform Work:

Knowledge of federal, state and city regulations related to safety and workers' compensation, such as OSHA, Hazardous Materials Communication Program, Defensive Driving Certification, etc.

Knowledge of investigative procedures and methods for vehicle accidents and personal injury accidents.

Knowledge of city administrative directives and Personnel rules.

Ability to communicate verbally with all levels of employees

Ability to make group presentations.

Ability to analyze information both qualitatively and quantitatively to recommend alternatives and remedial actions.

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 possess Class C drivers license.

Must possess American Red Cross CPR certification.

May need to be certified by Texas Education Agency for Defensive Driving instruction.

Working Conditions and Hazards:

Works in the office and in the field; exposed to hazards at work sites while performing inspections and investigations. On call 24 hours/day to respond to field accidents.

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.