



POSITION DESCRIPTION

JOB TITLE: Safety Technician Job Class:	
DATE	Office of Human Resources Insurance & Risk Management
BARGAINING UNIT: ASC	FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range: \$	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.)</p> <p>Investigates safety issues and concerns and ensures appropriate laws and regulations are being followed in all MPS buildings, OSHA and other federal, state and local safety requirements. Coordinates control measures to ensure legal compliance.</p>	

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assists with safety inspections, evaluations and consultations related to worksites, equipment, vehicles, materials, facilities and procedures.
2. Conducts periodic site inspections to ensure compliance.
3. Conducts, as required, accident site investigations, including determining accident causes, taking preventative measures and making recommendations for corrective or preventative measures. Assists with implementation of recommendations.
4. Provides technical information for management and conducts specific employee training in occupational safety and health. Works with staff to implement and maintain established occupational safety programs.
5. Assists supervisor with scheduling of required annual safety trainings.
6. Reviews and responds to employee concerns involving health and safety issues and makes recommendations regarding employee work-related injuries.
7. Conducts safety audits/walks to observe conditions and work practices. Modifies unsafe practices and coordinates necessary personnel to address noted concerns.
8. Provides assistance with the communication of new systems or initiatives related to safety expectations.
9. Assists with the development and maintenance of a safety and risk management information system.

10. Assists with the administration of building permits for public use of district facilities.
11. Prepares federal and state reports as requested. Develops safety manuals for staff.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Safety Specialist.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Industrial Safety, Insurance, Human Resources Management or Business Administration or a related field including coursework in safety from an accredited college or university.

Experience Requirements

One to two years of reasonable experience in the safety and/or risk management field in a large institution, preferably public sector. Experience as a trainer and/or field safety specialist is very desirable.

Knowledge, Skills, and Abilities

Effective oral and written communication skills. Must be able to demonstrate a thorough understanding and operation of occupational safety laws, standards and principles, including OSHA. Ability to organize plans, coordinate, controls and follows through with risk management and safety programs and procedures. Technology literacy and experience working with human resource information systems, databases and spreadsheets. Must be able to work with diverse groups. Ability to proactively analyze, interpret and administer regulations and laws.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Frequent travel to MPS locations required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Indoor and outdoor environment, must be able to stand and walk for extended periods.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.