



POSITION DESCRIPTION

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| JOB TITLE: Safety Specialist (F&M) Job Class: | |
| DATE | Chief Operations Office Facilities and Maintenance |
| BARGAINING UNIT: | FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt |
| Pay Schedule: Pay Range: | Management Approval: |
| POSITION SUMMARY and PURPOSE: Under the direction of the Hazardous Materials Supervisor, the Safety Specialist develops and oversees a broad range of safety programs, audits environmental and safety programs, performs inspections, tests and evaluations and issues reports regarding FMS activities. Leads teams and projects, manages own time to meet objectives and forecasts and plans resource requirements. Internal customers will include site management, risk management personnel, FMS staff, Health & Safety personnel and administrative managers. | |

ESSENTIAL FUNCTIONS: 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. Develops, implements and maintains core Industrial Safety and Hygiene policies, procedures. Prepares presentations and training materials as needed. Develops, maintains and manages an industrial hygiene program for compliance to all applicable employee exposure regulations.
2. Reviews all safety programs and once the initial assessment is complete, performs data-driven gap analyses to create prioritized action plans and resource balancing expectations.
3. Conducts audits to determine compliance with internal and external regulatory requirements. Inspects organization facilities to detect existing or potential accident and health hazards, determines corrective or preventative measures where indicated and follows up to ensure measures have been implemented.
4. Conducts and documents the required audits and works with leadership team to develop, complete and track progress of improvement plans. Works with consultant where third party audits are required. Participates in the review and audits of all safety programs and processes within FMS. Finalizes and reports on safety performance metrics, including the completion of the core safety processes (i.e. Jobsite audits, monthly training, etc.) and progress against safety goals (established by the Director of FMS).
5. Conducts or coordinates safety training for all levels of employees based on specific needs and requirements. Training may include the business' safety strategies and goals, technical safety and program information, injury trend data, safety/regulatory information pertinent to FMS. Ensures training and coaching is taking place for Safety and Environmental standards.

6. Facilitates awareness level programs and develops delivery mechanism for plant operations staff and works with teams to confirm comprehension and compliance. Organizes the annual training plan. Coaches the Maintenance Manager and Supervisors on their specific roles and responsibilities as visible leaders. Improves employee behavior about safety through teaching, leading and one-on-one contacts.
7. Prepares and reviews technical reports, correspondence, and procedures manuals. Assists with managing contractors assigned to supporting various projects, reviews the work product of contractors and identifies needs to meet project expectations.
8. Maintains safety files in all forms (electronic, data bases and file copies). Formulates communication of strategy for management and supervisory personnel to maintain a high level of safety awareness at the front line employee level. Validates strategy is effective and modifies as necessary.
9. Serves as a resource for all MPS safety committees, Design and Construction, Maintenance and Repair and Building Operations. Actively participates in and/or leads MPS' Safety committee.
10. Keeps current on best practices, trends and issues in safety protocols and regulatory compliance and recommends changes and improvements to safety practices. Provides support for preparing regulatory reports, or other compliance submittals. Provides information, signs, posters, barriers and other materials to warn of potential and actual safety hazards and to prevent access to hazardous conditions.
11. Oversees incident investigation activities, including the assignment of safety resources, documentation of findings and corrective actions to HazMat supervisor. Coordinates training activities and safety training/communication program. Ensures the training of managers, employees and outside contractors/contract employees in fire prevention, chemicals, toxins, safety processes, equipment and other materials, emergency response planning and training.
12. Assists with development of annual budget.
13. Actively supports the MPS Strategic Plan.
14. 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 Hazardous Material Supervisor.

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.

Supervises outside consultants and contractors, coordinates work of 10 or less Laborers or other Crafts Trades workers as assigned.

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 Environmental Health and Safety, Safety and Occupational Health, Industrial Safety or related field, a master's degree is preferred. Possessing certification as a CIH is a plus. Certified as an OSHA 500 or 501 trainer preferred. Must be state certified in all assigned asbestos and lead disciplines within one year of appointment (Asbestos inspector, Management Planner and Project Designer, Lead Supervisor and Lead Risk Assessor). Must be a Certified Safety Professional (CSP) within 2 years of employment.

Experience Requirements

Must have at least ten (7) years of work experience in industrial and/or construction safety in a multiple facility environment. Experience managing facilities maintenance a plus.

Knowledge, Skills, and Abilities

Strong written and oral communication and interpersonal, influencing and strong team building skills. The ability to positively represent Safety process to internal and external stakeholders. Ability to think and analyze situations in a fast paced environment. Demonstrated ability to be innovative, initiate and manage change, and deliver results. Strong decision-making skills with bias for action balanced with consensus building abilities. Must be able to read and interpret technical specifications and construction drawings. Ability to effectively communicate technical and legal information, both in writing and verbally, Advanced skills in Windows Office® suite software and managing database information. A Working knowledge of applicable regulations is required. Must be able to work with a diverse population. Strong analytical, and persuasive skills and the ability to interact effectively with all levels of employees and management. Experience with programmatic (Compliance and Performance) audits/inspections, including record keeping, and action-item resolution. Proven Industrial Safety leadership skills, and an ability to coach and lead.

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

General office environment.

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.

Requires frequent travel around the city of Milwaukee, must maintain the availability of a properly insured personal vehicle at time of appointment and during employment.

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.