

## **SAFETY & EMERGENCY SUPPORT COORDINATOR**

### **MAJOR FUNCTION**

This is professional and technical work in the management, development, and coordination of the County's safety programs. Work involves responding to incidents, reviewing incident trends, developing and coordinating safety guidelines and programs. Responsible for establishing county-wide safety standards and implementing programs to create a safe work environment.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Develops and implements programs and strategies to help prevent, reduce or eliminate work related accidents and injuries.
- Develops and provides occupational health and safety training. Identifies training needs; develops courses to address needs, to facilitate accident and loss prevention and to meet applicable federal and State OSHA requirements. Identifies which employees should receive the various training programs.
- Conducts investigations for safety and health related accidents in assigned areas. Obtains and documents accident information, conducts accident review sessions with injured employees, their immediate supervisors and respective administrators; and counsels employees with chronic safety problems and or high incidence of accident/injury.
- Schedules and conducts inspections of assigned County facilities, work sites, equipment and construction projects in order to ensure compliance with applicable state and federal requirements (i.e. OSHA, Federal Department of Transportation and Environment Protection Agency requirements) and to identify potential hazards and/or safety issues.
- Identifies violations, risks and or safety issues. Develops and or identifies precautions and corrective actions to avoid hazards and loss. Works with County employees and or contractors to ensure implementation of safety practices, corrective actions and or precautions are in place.
- Establishes and enforces safety policies, procedures and standards. Ensures employees follow established safety practices and use applicable personal protective equipment and other safety gear. Works with departments to review incidents and determine follow-up processes and procedures that will assist in eliminating or reducing future loss exposures.
- Required to be on call after hours to conduct investigations.
- Serves as Chair of the County's safety committees. Develops agendas, schedules and leads meetings, participates in the identification, distribution and execution of assignments for the safety committee; prepares reports of committee projects and accomplishments.

## **SAFETY & EMERGENCY SUPPORT COORDINATOR**

- Maintains varied automated and manual records and files pertaining to assigned safety programs and operations. Prepares, maintains, and communicates statistical information, records, and reports regarding inspections, training, accidents, and safety committees.
- Conducts risk assessments for County Departments assigned, and recommends corrective actions. Investigates work sites for safety and regulatory hazards.
- Assesses hazardous situations and areas relating to County property as directed and responds to appropriate Department and/or Administration with written reports.
- Investigates selected worker's compensation injuries and recommends reduction or elimination of hazards and injuries. Supervises and conducts accident, injury, vehicle and facilities investigations.
- Conducts certified safety, regulatory, and environmental workshops and seminars. Conducts and supervises other safety training programs and defensive driving programs.
- Acts as the County's Emergency Management liaison to the Sheriff's department.
- Assists in annual budget preparation for safety and technical training.
- Assists with various projects as required by the Risk Manager.

### **SECONDARY FUNCTIONS**

- Performs other duties or special projects as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, other departments in the County, citizens, and customers of the department. Service is provided in person, by phone contact, or by correspondence.

### **SUPERVISION**

Occasionally functions as a lead worker for a group of employees in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, direction and assistance to others on work assignments.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor's Degree from an accredited college or university in occupational health, safety or a related field, three years of experience implementing safety programs; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills,

## SAFETY & EMERGENCY SUPPORT COORDINATOR

and abilities for this job.

### **Licenses**

Possession of a valid Florida Drivers License.

### **Certifications**

Standard First Aid / Cardiopulmonary Resuscitation (CPR) certification and Emergency Management certification required within 6 month of assignment. Occupational Safety and Health Administration (OSHA) Trainer Instructor certification preferred.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and federal disaster regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, state and federal agencies, and the general public.
- Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.

#### **Mathematical Skills**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, commn fractions and decimals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, weight, and volume.

#### **Problem Solving Abilities**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret complex and detailed technical data and regulations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

## SAFETY & EMERGENCY SUPPORT COORDINATOR

- Study manual work process to determine most effective methods for essential tasks.

### **Specialized Skills and Abilities**

- Knowledge of federal, state, and local laws, rules, codes and regulations related to occupational safety and industrial training.
- Knowledge of and ability to manage safety and regulatory programs. .
- Ability to demonstrate investigative techniques, problem solving and complex reasoning skills.
- Ability to manage multi-faceted projects; planning, organizing, analyzing and troubleshooting.
- Knowledge of occupational hazards and safety methods, programs, policies, procedures, and safety equipment.
- Ability to understand and apply rules, regulations, policies and procedures relating to safety and health standards.
- Ability to maintain records, prepare comprehensive reports, and assist in the preparation of budget proposals.
- Ability to conduct investigations, inspections, and studies in the areas of occupational safety and health standards.
- Ability to conduct oral presentations, and to communicate clearly and concisely.
- Ability to analyze situations, draws conclusions, and makes recommendations both orally and in writing.
- Ability to train and develop other staff as instructors.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee will be required to operate a computer, telephone, and general office equipment, as well as a two-way radio and automobile.

## **SAFETY & EMERGENCY SUPPORT COORDINATOR**

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to climb or balance, stoop, kneel, crouch, or crawl, and to lift up to twenty pounds; will regularly be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms; and will frequently be required to talk or hear, taste or smell. Special vision requirements are close, color, and peripheral vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, fumes or airborne particles, and outdoor weather conditions. The noise level for this environment will be moderate to loud.

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