

Job Description

Job Title: Safety Officer Job Code: 900760 Job Family: Administrative

Pay Grade: JC.17.17 FLSA: Exempt EEO: Office-Clerical

Department/Agency: Countywide Position Number(s): Multiple

Recommended Position Title(s): Safety Officer

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Contributes to a healthy and safe environment for County employees and public visitors; conducts formal semi-annual inspections of all County facilities to assure compliance with applicable regulations and standards and recommend changes in departmental safety practices; conducts inspections of road work zones, monitors safety procedures in the construction and repair of County facilities, and other operations as requested or deemed necessary; conducts ergonomic evaluations; coordinates air sampling and analysis of results; conducts noise sampling for detection of excessive decibel levels; conducts air velocity testing; conducts light meter readings; conducts electrical and chain hoist weight certifications; issues reports to responsible person of affected department, noting recommendations and/or violations; conducts follow up inspections to ensure that violations have been corrected and recommendations have been adopted.
- Contributes to accident and loss prevention and safety awareness by facilitating or personally conducting safety and certification training programs; conducts or facilitates safety and health training as requested and/or required.
- **Contributes to the County's program of identifying and eliminating safety, health, liability and property risks of loss;** investigates employee work related personal injury accidents for cause and corrective action recommendations; investigates County vehicle and premises accidents for root cause; issues written report of findings and recommendations for corrective action.
- Contributes to accident and loss prevention through the development of written safety and loss prevention procedures and programs; advises and assist departments in establishing and writing of **"Safe Operating Procedures"** and loss prevention measures; develops and implements safety and loss prevention policies and procedures.
- Keeps abreast of safety regulations and new and pending legislation to ensure County compliance with all federal, state and local laws and regulations; interacts with other safety professionals and compliance officials through safety organizations, meetings, and individual networking.
- Contributes to the effective operation of the Treasury and Financial Management-Risk Management Division by assisting in policy development and participating in Risk Management Team process and problem-solving; represents Johnson County on various local, state and national organizations and committees; serves in advisory capacity on County Safety Committees; chairs monthly Vehicle Accident Review Committee.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Occupational Safety, Industrial Hygiene, Occupational Health and/or Industrial Engineering; three (3) years of safety and loss prevention experience with an emphasis on safety programs training, safety regulations and statutes, safety audits, ergonomics, and industrial hygiene.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Five (5) years of professional safety/loss control experience including crises management. Certification as Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), and/or Certified Emergency Manager (CEM).

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Lifting weight: 50 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.