



# CITY OF ALACHUA

## JOB DESCRIPTION

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### SAFETY SPECIALIST

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**DEPARTMENT:** Compliance and Risk Management

**REPORTS TO:** Compliance and Risk Management Director

**SUPERVISES:** None

**FLSA:** Exempt

**GENERAL DESCRIPTION:**

Professional and technical work developing and conducting employee occupational safety and workers' compensation programs for the City designed to identify, analyze and minimize the City's exposure to personnel and property losses; encourages safe work procedures and minimizes accidents and losses to the City. Work is performed under the general direction of the Compliance and Risk Management Director.

**ESSENTIAL JOB FUNCTIONS:**

1. Develops, organizes and coordinates the City's safety program in accordance with federal, state and local laws, regulations and policies.
2. Performs regular safety inspections of City property including vehicles, equipment and work sites to assure compliance with safety standards and regulations; recommends appropriate remedial action as necessary.
3. Coordinates the investigation of vehicle, personal injury and other accidents; provides detailed reports in accordance with City policies and recommends preventive measures to avoid future occurrences.
4. Develops and maintains vehicle inspection log for all City vehicles.
5. Establishes, maintains and conducts training for emergency evacuation procedures for all City facilities.
6. Assures proper safety devices are installed on City property and work areas, safe operating practices are followed, equipment is in proper working order, and personal protective equipment is available and properly used.
7. Establishes a safety committee and other programs in accordance with the City's safety manual and conducts regular safety committee meetings.
8. Promotes safety awareness through safety programs including training, poster displays, educational hand-outs, incentive programs, newsletters and other related activities.
9. Develops and conducts the safety orientation program for new employees.
10. Prepares documents, reports and records necessary to HR in the filing and processing of workers' compensation claims.
11. Communicates clearly and concisely orally and in writing.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, ABILITIES AND SKILLS:**

Extensive knowledge of Federal, State and local laws governing occupational safety and health, accident investigation and analysis techniques, principles and practice of safety management, industrial hygiene, storage and disposal of hazardous material, and workers' compensation act. Ability to carry out and establish safety programs. Ability to work effectively with co-workers and the general public. Ability to conduct training sessions and facilitate meetings.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Occupational Safety, Risk Management or a related field. Five (5) years professional experience with specialization in safety, preferably in the public sector.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License, First Aid and CPR certification are required.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).  
Acceptable hearing (with or without hearing aid).  
Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment and outdoors to perform safety inspections and investigations.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.*

*By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.*

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

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