



## **CLASS TITLE: SAFETY ADMINISTRATOR**

### **CHARACTERISTICS OF THE CLASS**

Under direction and functioning at the senior management level, manages and directs the occupational safety and health (OSH) functions for a large / infrastructure operating department, developing and implementing OSH programs to prevent and control health and safety hazards in the workplace and to promote a culture of safety and a safe working environment, and performs related duties as required

### **ESSENTIAL DUTIES**

- Develops and implements safety and health programs with a focus on reducing work related injuries and illnesses, improving employee safety, and minimizing damage to city property
- Conducts risk assessments of jobs performed (job hazards/safety analysis) and customizes OSH programs to meet departmental needs, incorporating relevant OSHA standards and requirements, best practices, and departmental work standards and procedures
- Oversees staff of Safety Specialists performing OSH activities including safety inspections of construction, work and facility sites, safety training, and accident/injury investigations
- Coordinates the development of training programs and the provision of training in areas relating to safety work standards, proper operation of equipment, hazardous condition recognition and use safety equipment
- Provides technical expertise and guidance to management in understanding OSHA and EPA regulations and standards relating to worker and facility health and safety
- Represents department during OSHA regulatory inspections; reviews inspections results and responds appropriately to citations; coordinates the implementation of new or revised processes and procedures to ensure full compliance
- Ensures compliance with OSHA incident and accident reporting and recordkeeping and the preparation of the OSHA 300 Log
- Recommends strategies and new safety initiatives to improve safety performance and processes, and increase safety awareness
- Works with management in investigating serious injuries and analyzing injury and accident data; makes recommendations for corrective action plans to prevent recurrences
- Provides leadership role in investigating serious incident or accident investigations
- Analyzes incident and accident investigation data to identify causes and makes recommendations for prevention
- Develop effective safety and health communications using various multi-media methods
- Provides oversight in the administration of OSH related functions including return to work program, duty disability and drug and alcohol testing
- Coordinates efforts to prepare standard operating procedures for safety and train staff on same
- Prepares management reports assessing effectiveness of OSH programs and safety training programs
- Reviews contractors' safety plans to ensure contracted workers have been trained on safety practices and procedures

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## MINIMUM QUALIFICATIONS

### Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Safety Management, Industrial Hygiene or a directly related field, plus five years of work experience in safety management, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

### Licensure, Certification, or Other Qualifications

- Valid State of Illinois Driver's License is required
- Some positions may require OSHA Construction 10/30 Hour Training Certification
- Some positions may require professional certification as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or a Certified Construction Health and Safety Technician (CHST)

## WORKING CONDITIONS

- General office environment
- Field work sites

## EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

## PHYSICAL REQUIREMENTS

- No specific requirements

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Considerable knowledge of:

- Microsoft Office Suite, with emphasis on Excel and Power Point
- applicable safety and occupational health laws and regulations (e.g., OSHA)
- government regulations
- construction safety standards and processes

Knowledge of applicable City and department policies, procedures, rules, and regulations

### Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

### **Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.