

SAFETY SPECIALIST - SENIOR

THE PURPOSE: The Safety Specialist - Senior assists in the management of the safety program of up to two DPW divisions by identifying safety hazards and training needs, conducting training classes and documenting safety statistics.

ESSENTIAL FUNCTIONS:

- Analyze work-related injuries and illnesses. Coordinate return to work using job analysis and case management techniques.
- Plan, coordinate and conduct safety training sessions for supervisors and other departmental personnel.
- Conduct safety inspections, evaluations and consultations related to worksites, equipment, vehicles, materials, facilities and procedures.
- Conduct accident site investigations, including determining accident causes, preventative measures and recommendations.
- Conduct ongoing research and communication regarding safety laws, standards and accident prevention procedures to department heads, supervisors, and other City employees.
- Monitor enforcement of safety rules and procedures.
- Prepare and disseminate statistical reports, and investigative reports and safe work procedure bulletins.
- Develop and implement safety plans/programs.
- Represent the Divisions at various City and departmental safety meetings.
- Implement the fleet safety program.
- Perform other related functions as assigned.

REQUIREMENTS:

1. Bachelor's Degree in Industrial Safety, Communications, Business Administration or a related field, including coursework in safety, from an accredited college or university.
2. Two years of experience in employee safety and accident prevention.
NOTE: Equivalent combinations of education and experience may also be considered.
3. Residence in the City of Milwaukee within six months of appointment.
4. Valid driver's license at time of appointment.
5. Certifications as a Safety Professional, First Aid and CPR Instructor are desirable.
6. Experience as a trainer in an industrial or government setting is highly desirable.

KNOWLEDGE AND SKILLS REQUIRED:

1. Knowledge of DILHR and OSHA occupational safety laws, standards and principles.
2. Ability to organize, plan, coordinate, control and follow through with safety programs and procedures.
3. A basic understanding of the physical sciences and engineering principles as they relate to safety.
4. Ability to train adults in a government setting.

THE 2006 SALARY RANGE (04) IS: \$42,478 to \$59,468 annually.

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