

Classification Title: Safety Coordinator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Develops operating policies and procedures, safety and health rules and regulations and provides guidance for employees and supervisors to ensure a safe and healthy workplace. Participates in safety assessments and coordinates training.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Develops and reviews safety manuals and policies to ensure compliance with federal, state and local mandates. Provides information to staff and answers general questions.
2	L	Oversees safety programs and serves on safety committees. Communicates safety awareness and protective equipment needs to employees. Works with contractors to improve existing programs.
3	L	Ensures that employees receive required training. Develops and facilitates training programs.
4	L	Inspects worksites for safety violations and suggests improvements. Ensures employees have direction should emergencies occur. Conducts evacuation drills.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree
Experience	Two years of experience in safety or occupational health.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license and "safe" driving record
Reading	Advanced
Math	Basic
Writing	Advanced
Managerial	Receives Limited Direction.

CLASSIFICATION REQUIREMENTS	
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

- (1) N/A
- (2) Various work locations throughout the County.

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, safety glasses, steel toed shoes, gloves