

Job Description: SAFETY COORDINATOR

CLASS NO. 3304

EEOC CATEGORY: Office & Clerical

PAY GROUP: 15

FLSA: Non-Exempt

SUMMARY OF POSITION

Coordinates activities for safety program to include but not limited to monthly safety training programs, accident investigations, safety audits, and job site inspection. Assists Emergency Management as needed.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Emergency Services Coordinator

EXAMPLES OF WORK

Essential Duties*

1. Prepare and file TIER TWO report on behalf of Chambers County.
Required by DSHS: The reporting of any hazardous chemicals used or stored at any facility that meets or exceeds the established thresholds. A calculated filing fee is also required. The filing deadline is March 1st of each year.
2. Coordinate and monitor annual fire extinguisher inspection for all county buildings and vehicles.
3. Maintain required MSDS displays for all county buildings.
4. Coordinate with instructor, reserve meeting room, send out notification and schedule CPR classes.
5. Monitor, receive and review all pre-placement physicals. Notify appropriate department of results. Maintain all files related to physicals, post-accident, return to duty and random testing.
6. Receive, verify and distribute invoices for services relating to all aspects of the drug and alcohol policy, including pre-placement physicals.
7. Responsible for administrating the county's quarterly random testing program. Fulfill the responsibilities of the DER, Designated Employer Representative, according to the requirements set by DOT.
8. Review and research any changes needed in the drug & alcohol policy to assure compliance with all rules and regulations associated with DOT compliance.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 3304 (Continued)

9. Work with TAC to implement changes to improve our safety program and decrease our cost of workers' comp. insurance premiums. Submit application and necessary documents to TAC in order to be eligible for annual Safety Award.
10. Work with auditor's office and TAC on issues of public liability.
11. Schedule and monitor air quality testing for county buildings.
12. Understand and comply with all confidentiality requirements.
13. Schedule and hold quarterly Safety Committee meetings. Provide Research and answer questions that arise from meetings.
14. Review, research and update any needed changes to the Accident Prevention Plan.
15. Schedule and present Safety Orientation to all summer workers.
16. Schedule Department heads safety meetings.
17. Assist with the filing of injury reports from departments.
18. Maintain database of all injury reports filed for county review.
19. Negotiate contracts with various companies for drug testing and pre-placement physicals.
20. Assists Emergency Management with functions as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Safety principles and safe work practices; hazardous materials in the workplace.

Skill/Ability to: Operate a computer using email, word processing and spreadsheet software; analyze and interpret data; remain calm in stressful situations; establish and maintain working relationships with regulatory agencies; other county employees; and demonstrate proficiency in both oral and written communications.

ACCEPTABLE TRAINING AND EXPERIENCE

High School graduation or equivalent;

Minimum five (5) years experience in workplace safety coordination required;

Or Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES

HazMat Awareness Level Training

Maintains NIMS certification.

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