Job Title: Safety and Training Coordinator (Public Works)
Job Description Number: 1533
Department/Division: Public Works/Fleet
Exemption Status: Exempt
Pay Grade: 109
Immediate Supervisor: Assistant Public Works Director
Normal Work Schedule: Mon-Fri, 8 hours/day

Brief Description of the Job:
This position is responsible for the Safety and Training program for the Public Works department. Plan and coordinate all training activities for safety-sensitive jobs within the department. Create, implement, and oversee the CDL training program for employees attempting to acquire a South Carolina Commercial Driver’s License. Act as SC Third Party CDL Examiner for Public Works, and as needed, for Public Transportation. Lead accident/incident investigations, process all accident/incident paperwork, and ensure all information is sent to the appropriate personnel. Document safety violations and make recommendations to supervisors for corrective disciplinary actions. Ensure compliance with safety policies and regulations by conducting inspections of vehicles and work sites and monitoring OSHA housekeeping standards within Public Works’ garages and equipment storage sites.

Essential Functions:
Manage Employee Safety and CDL Training Programs and Safety Enforcement (40%): Develop, implement, and monitor safety training programs within the Public Works Department. Provide new employees with a safety orientation session about the organization. Create presentations and conduct training for employees in safety-sensitive jobs. Perform initial and subsequent confined-space training, trenching and shoring training, forklift training, blood-borne pathogens training, heat stress training, snow plow use training, and other training programs directed toward OSHA compliance. Review Public Works’ health and safety programs periodically. Focus on current site hazards, exposures, and industrial hygiene or OSHA standards. Monitor environmental factors that may affect employee health and safety. Consult with Health Clinic Administrator regarding any identified work site hazards and/or exposures and coordinate any required follow up action. Coordinator with Employee Health Center and Risk Manager with any required OSHA employee medical surveillance determined to be needed. Design testing and evaluation processes for employees; conduct testing and evaluation to ensure compliance. Conduct monthly safety meetings for Public Works employees. Maintain calendar of recurring training requirements and schedule monthly safety meeting topics accordingly. Coordinate with managers and supervisors on education and training relative to safety trends and indicators. Engage in continuous education to remain up-to-date on OSHA, SCDOT, and City requirements, laws, policies, and required training. Document safety violations and make recommendations to supervisors for corrective disciplinary actions. Ensure compliance with safety policy and regulations. Serve as SC Third Party CDL Examiner for Public Works employees, and as needed Public Transportation employees attempting to obtain South Carolina Commercial Driver’s Licenses. Recommends annual training goals and conducts training assessments. Designs and conducts safety and health bulletins and awareness
campaigns. Conducts educational campaigns with Occupational Health Center as needed and appropriate.

**Conduct Work Site, Garage, and Storage Site Inspections (30%)**: Ensure the safety compliance of all work sites by frequent visitation making corrective action decisions as needed to include assisting with work zone safety and traffic control measures. Conduct routine weekly inspections of the Fleet Services Garage and Fleet Yard to ensure that good housekeeping and safety procedures are being followed. Ensure the gates are properly closed during off duty hours and weekends. Respond to routine and non-routine calls regarding the security of the Compound and Garage. Ensure that hazardous materials are properly stored and disposed of. Work with the Fleet Manager to ensure that the division is compliant with mandatory Storm Water Pollution Prevention Plan (SWPPP) and Spill Prevention and Countermeasure (SPCC) as required by the Department of Health and Environmental Control (DHEC).

**Conduct Accident/Incident Investigations (10%)**: Respond to the scene of all critical accidents/incidents. As directed, investigate departmental incidents and accidents to include responding to accident locations, taking photos, preparing sketches and notes and conducting post interviews. Investigates departmental safety issues. Oversee accident and incident reporting procedures. Investigate all accidents involving Public Works vehicles and equipment. Ensure all accident/incident related paperwork is completed and processed as required. Review documentation of accidents/incidents to determine preventability. Conduct investigations concerning Workers Compensation, providing feedback concerning preventability. Serve as liaison with Risk Manager concerning accidents/incidents. Conduct investigations in response to complaints regarding safety. Provide expert documentation of safety violations to substantiate disciplinary actions administered by department managers. Assist Public Works Managers during departmental emergency operations to ensure personnel and equipment operate in a safe manner. Inspect vehicles for safety related issues before and during emergency events.

**Conduct Administrative Duties and Record Keeping (10%)**: Review all training and evaluation documentation for accuracy and completeness. Maintain records of all training. Generate reports for training. Attend meetings and conferences to present and receive feedback. Track driver’s license and medical card expiration dates, and notify drivers when necessary.

**Research and make safety policy recommendations (5%)**: Continuously review safety policies, writes procedures and disseminates information to ensure regulatory compliance. Makes recommendation to management on a variety of difficult safety or health issues, programs, topics or enforcement concerns, including current or proposed regulation and their potential impact upon operation.

**Provide Supervision (5%)**: Supervise and review work of the Safety and Training Assistant, monitoring work for accuracy, providing guidance for departmental safety and training-related objectives, performance-related feedback, and professional development. Provide input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.

Other duties and responsibilities as assigned.
**Physical Demands**

**Overall Strength Demands:** Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

**Physical Demands:** Continuously requires vision, foot controls, and hearing. Frequently requires standing, fine dexterity, walking, lifting, carrying, reaching, handling, climbing, balancing, bending, crouching, twisting, and talking. Occasionally requires sitting, kneeling, crawling, and pushing/pulling.

**Machines, Tools, Equipment, and Work Aids:** Multi-media projector, CDL trucks, overhead projector, VCR, TV, and flip charts and Smart TV.

**Computer Equipment and Software:** Computer and PowerPoint, Word, Excel, and Cityworks.

**Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to extreme temperature. Weekly exposure to wetness and/or humidity.

**Health and Safety:** Occasional exposure to mechanical hazards. Rare exposure to chemical hazards, electrical hazards, fire hazards, explosives, communicable diseases, and physical danger or abuse.

**Primary Work Location:** Office and outside on training site and roadways to include job sites.

**Protective Equipment Required:** Steel-toed shoes, safety vest, hard hat, safety glasses, hearing protection, and tripod for confined spaces.

**Non-Physical Demands**

Frequently requires time pressures, emergency situations, and working closely with others as part of a team. Occasionally requires frequent change of tasks, performing multiple tasks simultaneously, tedious or exacting work, and noisy/distracting environment.

**Job Requirements**

**Formal Education:** Associate’s degree from an accredited college or university with major study in Safety Engineering, Occupational Health, Safety and Industrial Hygiene, Environmental Health, Risk Management or closely related field is required (Job-related experience may be substituted for the required education on a year-for-year basis).

**Experience:** Four years of experience in workplace safety, safety inspection, training or compliance in an oversight capacity is required.

**Driver’s License Required:** A valid Class A South Carolina Commercial Learner’s Permit is required. Once in classification, employee must obtain corresponding Class A South Carolina CDL with tanker endorsement within 4 months.
Certifications and Other Requirements: Maintain OSHA certification as required by department to include 501 Certification, but not limited to Certified Third Party Tester for CDL, certified to teach a DDL-4 Defensive Driving Course, OSHA CPR and First Aid (through the American Red Cross). These certifications are preferred upon hiring, but as a minimum must be obtained within six months of hiring as a condition of employment. Must have knowledge and experience with Microsoft Office.

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Recommendations regarding policy development and implementation are made and/or recommended. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Ability to respond to aggressive interpersonal interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Work has a moderate impact on the organization. External contacts include SCDOT and Greenville Tech. Internal contacts include all City departments.

Management and Supervision: Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Semi-complex scope of supervision.

Technical Skill: Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.