



SAFETY COORDINATOR POSITION DESCRIPTION

GENERAL PURPOSE

This position is an exempt position and acts as the chief safety officer for the City of Deadwood. The position also chairs the Safety Committee which develops and implements programs to promote safety excellence throughout the City of Deadwood.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Deadwood City Commission.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates monthly Safety Committee meetings.
- Coordinates and develops compliance programs regarding various OSHA, SD Department of Labor, and SDML Worker's Compensation Fund regulations.
- Develops plans and coordinates employee safety policies and procedures.
- Monitors implementation of safety programs to ensure constant awareness and to ensure proper practices are followed.
- Assesses various municipal buildings for the purpose of safety and security, fire exits, etc., and performs risk management.
- Develops fire evacuation plans for municipal buildings.
- Completes required OSHA, SD Department of Labor, and SDML Worker's Compensation Fund reporting documents.
- Works with Public Buildings to identify risks and assess vulnerability of municipal buildings.
- Coordinates or develops training programs designed to reduce risk and promote safety consciousness and conducts or oversees training sessions.
- Maintains city wide records on safety training programs.
- Inspects work sites and conducts inspections of work site activities and equipment to ensure proper safety measures are being used.

- Investigates conditions under which accidents have occurred and recommends safety procedures or equipment to correct unsafe conditions and to reduce the potential for accidents.
- Submits training compliance records to South Dakota Municipal League for annual recognition.
- Recognizes an employee and/or department for excellent safety practices on a quarterly basis.
- Assists Finance Office with insurance claims, insurance renewals/audits and completing work orders for any damage done to any City property or vehicles.

PERIPHERAL DUTIES

- Attends conferences and meetings to ensure the effective implementation of safety program guidelines and policies.
- Coordinates the development of application forms, instructions, and other materials including internet and website access.
- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Graduation from an accredited high school.
- Prefer individual with working knowledge of safety practices.
- Two years of responsible related experience or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of safety, methods, procedures, employee handbook and equipment.
- Ability to recognize safety problems and to formulate, implement and effectively integrate solutions with ongoing operations.
- Ability to effectively communicate, both orally and in writing.
- Ability to provide instruction in safety measures.
- Ability to use computer applications such as spreadsheets, word processing, email, and database software.
- Sound judgement, integrity, initiative, resourcefulness, and tact.

SPECIAL REQUIREMENTS

- Must be an exempt employee and hold a department head position.
- Must possess or be able to obtain a valid South Dakota driver's license.
- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- Telephone and etiquette skills.
- Ability to speak before groups and organizations.
- Ability to pay close attention to details and record keeping.
- Able to work independently with little or no supervision.
- Prioritize and schedule workload appropriately to meet deadlines.