

SAFETY SPECIALIST

Job Code	Pay Grade
17080	CL13

Nature of Work

This is technical and instructional field and office work developing and implementing employee training, safety, and health programs. Incumbents in this class are responsible for technical aspects of the organization's safety plans administration, education, and the conduct of safety inspections. An incumbent may be assigned additional core assignments since position duties may be aimed at risk management or a combination of risk management and other department assignments and responsibilities. Assignments may include the investigation of accidents causing injury to employees and other safety activities. Work may also include responsibility for field inspections to determine unsafe work conditions or work practices and making preventative recommendations. Duties include responsibility for compliance with federal, state and Pinellas County directives and assisting managers and supervisors through educational programs and counseling to insure compliance with policies and directives. This safety specialist class represents an intermediate level of work performed in a department or agency as distinguished from positions in Risk Management. The position reports to a manager or supervisor.

Minimum Qualification Requirements

- Associates degree and 3 years experience in comprehensive occupational safety and health programs that includes experience developing, administering, and implementing work place safety management programs and loss prevention as plus safety instructor or safety training related projects and assignments; or
- Bachelor's degree and 1 year experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, develops and organizes safety related programs relevant to health, equipment operation and accident prevention programs for employees.
- Recommends changes in safety programs to keep pace with technological advancements and evaluates and recommends changes in job procedures due to safety requirements.
- Conducts safety inspections to assure compliance with Federal, State and County directives and prepares required reports and summaries on the findings of inspections and investigations.
- Conducts field work in safety education and training through person-to-person contacts and assists supervisors on employee safety training and educational programs.
- Analyzes workers compensation claims and accidents for recommendations on corrective actions.
- Prepares and instructs CPR and first-aid classes for employees and assists in county driver awareness programs.
- Performs related work as assigned or required.

Knowledge, Skill, and Abilities

- Knowledge of appropriate safety laws, codes, standards and regulations such as Occupational Safety and Health Administration (OSHA) and the American National Standards Institute (ANSI).
- Knowledge of appropriate federal laws, codes, standards and regulations such as (Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA) and Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of safety programs, public relations and safety training and education principles.

SAFETY SPECIALIST (continued)

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Knowledge, Skill, and Abilities (continued)

- Knowledge of standard office software applications such as word processing, spreadsheets, emails, internet access, and risk management software applications.
- Ability to establish and maintain effective working relationships.
- Ability to resolve stressful and difficult situations.
- Ability to conduct effective negotiations with all levels of employees, individuals, professionals, the public, and organizations with tact and diplomacy.
- Ability to conduct in-depth investigations of accident and loss circumstances and responsibilities and to write special studies and reports.
- Ability to maintain and analyze statistical and factual reports, exercise sound judgment, and determine appropriate action.
- Ability to express ideas clearly and concisely, verbally and in writing.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to develop, prepare and conduct training classes on a wide variety of occupational safety and health as well as fire safety, Cardiopulmonary Resuscitation (CPR) and other training of safety and risk management subjects.
- Ability to assemble and conduct training sessions relevant to safety risk factors and accident prevention.
- Ability to maintain accurate work records and prepare reports from records and other source data.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to identify, describe, and prepare programs and contingency plans to anticipate, address, and respond to emergencies.

For official use only

Re-instated	EEOC Code	Overtime Code
9/13	Professionals	Classified