



# SAFETY ADMINISTRATOR

## EMPLOYMENT OPPORTUNITY JOB # 18146

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### **SALARY**

\$63,270.00 - \$87,312.00 ANNUALLY  
PLUS EXCELLENT BENEFITS

**APPLICATION DEADLINE:** Wednesday, May 23, 2018 at 5:00 PM  
(Position Opened: Tuesday, May 8, 2018)

**STATUS:** REGULAR FULL-TIME  
FLSA EXEMPT/EXCLUDED

**WORK HOURS:** STANDARD 40 HOUR WORKWEEK

**PROBATION:** NONE, NOT CAREER SERVICE

### **SUMMARY:**

Under general direction, assists with the development, implementation, and delivery of safety and loss control programs.

### **ESSENTIAL FUNCTIONS:**

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Collaborates with Department and Division management, front line supervisors, and employees to construct, deliver, and promote programs and services to enhance workplace safety. Provides guidance to management, supervisors, and staff on implementation of various safety and health programs to mitigate worker injury and associated costs.

Develops, recommends, and implements accident prevention and safety programs (at a citywide, Department, or Division level), including but not limited to fire safety, ergonomics, falls, personal protective equipment selection and usage, accident and injury investigation, violence in the workplace, heavy equipment usage, safe driving, respiratory protection, trenching, log out tag out, roadway safety, flagging certifications, and hazardous materials compliance. Identifies and utilizes specialty experts as needed.

Provides assistance to departmental/divisional safety committees (including Infrastructure, Police, and Fire) such as training topics, research materials, loss history records, media devices, and education of employees on safe workplace practices and reduction of injuries and/or losses.

Develops, implements, and administers employee safety and loss control programs. Ensures that city policies and procedures are followed by; developing and administering health and safety programs designed to reduce the risk of occupational injury; minimizing business disruption and damage of property.

Develops monthly, quarterly, and annual safety program/curriculum goals, objectives and plans, and obtains approval from the Director of Risk Management.

Identifies and calculates safety program success measurements.

Identifies, develops, and delivers training to employees to ensure knowledge of applicable city procedures, standards, and regulatory requirements (including the city's voluntary compliance of Occupational Safety and Health Administration (OSHA) standards) as well as safe driving and work habits.

Acts as a safety and health subject matter expert.

Develops and recommends citywide policies and procedures including direction on safety-related Administrative Directives.

Reviews operating procedures, job design, and work processes. Makes recommendations to ensure safety goals are achieved.

Assesses safety risks in various jobs and makes recommendations regarding incorporating safety elements into those jobs' positions descriptions and performance evaluations.

Conducts risk assessments including automobile driving behavior, field evaluations, and job safety analyses. Responds to staff inquiries and requests for assistance on employee safety matters. Completes code compliance reviews, presents employee safety information, and program summaries at meetings (including new employee orientation), and assists in resolving safety concerns and problems.

Identifies potential hazards and hazardous conditions affecting employees, the public, and the environment to determine specific causes and effects. Develop and implement workplace exposure monitoring plans and control measures to minimize injuries.

Conducts safety and health compliance reviews of city facilities and fieldwork sites to identify unsafe conditions, verify that appropriate safety and health programs are in place, and ensures specific corrective actions are taken. Attends all CIRSA loss control/safety field audits and follows up on necessary items.

Conducts accident investigations, as requested, focusing on employee accident prevention and follow-up training.

Analyzes claim reports to identify accident patterns and then develop, plan, and conduct accident prevention and safety training targeted to specific hazards and occupations.

Performs special project technical work including air quality testing.

Chairs, manages, and supports the Citywide Safety Committee and all subcommittees. Conducts and participates in all Department or Division accident review committee meetings to determine causal factors and recommend preventive action as well as present safety and health information.

Maintains all necessary training, and oversees the Risk Management Technician's management of the internal safety training system.

Reviews, analyzes, and monitors worker's compensation claims to determine potential safety program possibilities.

Serves as a recognized expert for safety and health related concerns, and for building-related safety and health issues which may include; support for construction and maintenance activities, fire and life safety, and indoor air quality assessments.

Works with the Emergency Manager with the development and roll out of programs affecting both emergency management and employee safety.

Acts as a technical advisor to management in regards to security issues.

Assists in the development of Division or Departmental budgets, and oversees the development and management of the citywide safety budget.

Acts as a communication and safety liaison to emergency response agencies, agency committees, community groups, and special programs and projects.

Participates as a member of the Incident Command System (ICS), Emergency Operations Center (EOC), and other similar emergency command system structures, to assist with the management of the City's prevention, preparedness, protection and mitigation, response, and recovery efforts in preparation for potential emergencies and disasters.

Responds to formal and informal employee safety concerns, which include ergonomic assessments. Along with the Risk Management Administrator, conducts ergonomic assessments and follows up as necessary.

Develops and maintains the city's respiratory safety and AED program.

Works with the city's Wellness Coordinator to develop combined employee wellness/safety programs, which could include an annual wellness/safety fair.

Develops, implements, and manages a citywide workplace safety award program to recognize employee contribution to workplace safety.

Performs other duties as assigned.

**QUALIFICATIONS:**

**Education/Experience:**

Bachelor's degree in Occupational Safety and Health, or related field from an accredited college or university; five years' related experience; or equivalent combination of education and experience. Equivalent combinations of education and experience may be considered.

**Licensing/Certification Requirements:**

Valid Colorado driver's license with a safe driving record required. Certified Safety Professional (CSP), Certified Safety and Health Manager (CSHM), Graduate Safety Practitioner, Associate Safety Professional, Occupational Health and Safety Technologist, and Certified Loss Control Specialist Certificates are preferred.

**TESTING PROCEDURES:**

Your application will be used as a screening tool. Completeness and accuracy are important! Any false or untrue statements or material omissions in the application and related paperwork or during the selection process could disqualify you from consideration.

The City of Thornton conducts pre-employment drug testing and a background investigation as a condition of employment.

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APPLICATIONS MAY BE COMPLETED ONLINE AT:  
<http://www.cityofthornton.net>

Job #18146  
SAFETY ADMINISTRATOR  
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**AN EQUAL OPPORTUNITY EMPLOYER**

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**SAFETY ADMINISTRATOR Supplemental Questionnaire**

- \* 1. What is the highest level of education you have completed?
  - Do NOT have high school diploma or GED
  - High school/GED
  - Associate's degree
  - Bachelor's degree
  - Master's degree or higher
- \* 2. Please indicate your field of study
  - Occupational Safety and Health
  - Related field

- Other  
 None
- \* 3. If you answered "Related field" or "Other" to the previous questions, please list your field of study. Otherwise, enter "N/A".
- \* 4. How many years of related work experience do you possess? Your answer must be substantiated by your application.
- None  
 Less than 1 year  
 1 to 2 years  
 3 to 4 years  
 5 to 6 years  
 7 to 8 years  
 9+ years
- \* 5. Please check any of the following certifications you currently possess:
- Certified Safety Professional (CSP)  
 Certified Safety and Health Manager (CSHM)  
 Graduate Safety Practitioner  
 Associate Safety Professional  
 Occupational Health and Safety Technologist  
 Certified Loss Control Specialist Certificate  
 Do not currently possess any of the above certifications
- \* 6. Do you have experience leading an organizational safety program?
- Yes  
 No
- \* 7. If you answered "Yes" to the previous question, please describe your experience leading an organization safety program. Otherwise, enter "N/A".
- \* 8. Do you have experience as an industrial hygienist?
- Yes  
 No
- \* 9. If you answered "Yes" to the previous question, please describe your experience in this area. Otherwise, enter "N/A".
- \* 10. Do you have experience developing and delivering safety training?
- Yes  
 No
- \* 11. If you answered "Yes" to the previous question, please describe your experience in this area. Otherwise, enter "N/A".
- \* 12. Do you have a valid driver's license?
- Yes  
 No
- \* 13. In regard to your driving history, have you had any suspensions, cancellations, denials, revocations or any other loss of license in the last 3 years?
- Yes  
 No

\* 14. In regard to your driving history, have you been convicted of reckless or careless driving in the last 3 years?

Yes

No

\* Required Question