



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **COORDINATOR II, SAFETY**
Grade: 11

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of County Commissioner, communicates the requirements of an effective safety and loss control function to all levels of management and employees by developing policies, procedures and training programs and maintain a safe, accident-free and healthy work environment for employees. Monitors all aspects of liability, makes recommendations for the reduction of exposure to all areas.

EXAMPLES OF WORK PERFORMED

Composes and types standardized and/or non-standardized correspondence and other documents and materials using word processing software

Uses spreadsheet and/or database software to input, analyze and retrieve information

Establishes and maintains moderately complex records and filing systems and uses them to prepare statistical, financial activity, and related reports concerning loss control issues

Conducts research, as needed, to respond to routine and non-routine questions about the risk management, safety management, and emergency management programs

Ability to maintain confidentiality of information

Ability to coordinate requests from doctors, physical therapists and insurance carrier, and able to get processed in a timely manner

Provide information and assistance to employees regarding all aspects of the Hidalgo County workers compensation programs

Tracks each injury and notifies appropriate agencies of lost time for benefits payments and maintains workers compensation files

Prepares necessary forms for employees and supervisors to report injuries; distributes same

Attends all Master Safety Meetings

Investigates work sites, makes recommendations for safety issues

May coordinate with staff for replacement and repair of traffic signs

Investigates traffic and other accidents/emergencies in the Precinct in order to monitor possible liability on part of county, as well as information source for Commissioner

Reads and understands emergency plans, including evaluation, hurricane, flood and tornado plans

Ability to coordinate staff in emergency situation

Regular attendance is a must

Ability to work well with others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Associate's degree from an accredited college or university

Technical trainings, such as OSHA and/or other safety organization

Two (2) years of active participation in a safety program as a leader or manager

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to speak effectively before groups of customers or employees of organizations

Ability to apply common sense understanding to carry out instructions

Bilingual (Spanish and English) with the ability to converse fluently in both languages preferred

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations