



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **DIVISION MANAGER II, SAFETY**  
Grade: 16

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*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**

The Chief Safety Officer is responsible for managing the County's Safety and Accident Prevention Program. The Chief Safety Officer is responsible for supervising the planning, organizing, developing, implementing and evaluating the County's Safety and Accident Prevention Program.

### **EXAMPLES OF WORK PERFORMED**

Supervises, trains, and evaluates all staff assigned to the Safety Division

Responsible for accident investigation, safety training, safety audits, safety inspections, safety analysis, and job hazard analysis

Coordinates and facilitates the implementation of a County Safe Committee to identify, evaluate and implement innovative approaches for the County Wide Safety and Accident Prevention Program

Coordinates with County Commissioners to implement uniform and effective safety and accident prevention procedures at the Precinct Level

Coordinates with elected officials, appointed officials, and department heads to implement and maintain safety and accident prevention procedures in all County Departments

Prepares reports, studies; and/or correspondence to federal, state, and/or local agencies as required to comply with regulations and/or state and federal laws

Participates in the investigation of accidents and injuries, cooperates with insurance investigations, submits accident reports, and complies in all matters as required by federal and state regulatory agencies

Develops and presents training programs on policies and procedures, and regulations for all levels of County personnel to increase proficiency in safety practices and to raise safety awareness

Inspects and/or conducts safety audits on county facilities to detect existing or potential accident and health hazards and recommends corrective and preventive measures. Follows up to insure corrective actions as implemented and maintained

Prepares and monitors division operating budget to insure compliance with County budget guidelines

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Directly supervises employees in the Safety Division, and manages operation of the division in accordance with county policies, county procedures, and applicable laws. Responsibilities include, interviewing job applicants, hiring, training, assigning and directing work, evaluating employee performance, disciplining employees when required, and recognizing excellent employee performance when it is achieved. The division director is also responsible for addressing complaints, employee morale, and for resolving problems and issues in a timely basis

Performs related work as assigned

### **EXPERIENCE AND EDUCATION**

Graduation from an accredited four (4) year college or university with a major in Public Administration, Business Administration or related field

Three (3) years of increasingly responsible administrative and management experience is required

Experience with a federal, state or local government agency

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

### **CERTIFICATES, LICENSES, AND REGISTRATIONS**

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

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

Must have liability insurance

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to communicate concisely and effectively both orally and in writing and to make effective public presentations to elected officials and community groups

Ability to perform a full range of supervisory and management tasks, including work planning and assignment, training, budgeting, employee evaluation and special projects planning

Provides management and leadership for the Risk Management and Self Insured Workers' compensation departments

Ability to utilize a personal computer to perform tasks associated with word processing, spreadsheet and database functions

### **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