



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **SAFETY OFFICER I**  
Grade: 10

---

*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 the Division Manager II, Safety, is responsible for monitoring, conducting, and participating programs designed to reduce accidents through effective accident prevention techniques.

Performs routine (journey-level) safety and health program work; Work involves assisting in the development of safety policies and procedures, participating in the safety training and education of staff, inspecting work areas and activities for hazards, and assisting in investigating accidents; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Investigates accidents; conducts inspections; confers with department heads and supervisors on unsafe practices and/or conditions to recommend corrective actions; coordinates this function with other safety officers

Inspects construction, remodeling, and renovation sites to ensure the finished project will be in compliance with safety standards

Implements risk management loss control programs and guidelines

Reviews loss and exposure data

Recommends safety specifications and protective devices for equipment and fixed structures to be used and conducts utilization spot checks

Prepares safety information for publication to promote employee safety

Maintains or assists in maintaining a safety technical library

Maintains a log of accidents and injuries

Monitors and coordinates safety practices with contracted Engineers and or Construction Contractors conducting business for Hidalgo County

Conducts or assists in conducting and coordinating employee safety training

---

Consults with County Offices and Departments to identify loss exposures and to develop and implement corrective action and accident prevention plans

Conducts on-site inspections of properties, facilities, and work sites to identify hazards and risk exposure

Reviews established safety regulations and standards, and recommends appropriate modifications

Organize, coordinate, and attend meetings of accident review boards, safety committees, etc.

Provides visual aids and other materials on specific safety subjects; review training films and other audio/visual aids for use in training programs

Prepares, reviews, and analyzes accident reports and other special reports as required

Reviews safety specifications for items to be purchased

Assists in investigating accidents and completing reports

Assists in administering a safety awards program

Assists in writing Standard Operating Procedures and Safety Programs

Participates in Road Safety Programs (on-call)

Performs related work as assigned

#### **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university in Industrial of Safety Engineering, Criminal Justice or a related applicable field

One (1) year of experience in a safety related field

Must have successfully completed the O.S.H.A. (Occupational Safety and Health Administration) Standards for General Industry Safety and Health 30 Hour Course; Current O.S.H.A card required for proof

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

#### **CERTIFICATES, LICENSES AND REGISTRATION**

Certificates of participation of industry courses (see Experience and Education above)

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**

Federal, State, and local safety regulations

Accident prevention principles, practices and procedures

Training and investigation methods, procedures, and techniques, both in the field and in the classroom

Ability to communicate clearly and effectively, both verbally and in writing

Ability to develop clear and concise written reports with skill in operating a personal computer and utilizing Microsoft Word, Excel, Power point, and Access

English and Spanish usage, spelling, grammar, and punctuation

If not certified at the time of employment, an individual must be able to attend and successfully complete a Peace Officers Academy, as required

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

At the time of employment, must be able to pass a criminal background inquiry that would allow him/her to obtain professional State regulated licensing

The individual, must submit to a pre-employment drug screen examination

## **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