



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **SAFETY OFFICER III**
Grade: 14

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 in programs designed to reduce accidents through effective accident prevention techniques.

Performs highly complex (senior-level) safety and health program work; Work involves planning, organizing, developing, and evaluating a safety and health program; May supervise the work of others; Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Conducts surveys, audits, and inspections to ensure a safe environment and compliance with safety standards

Conducts, prepares, coordinates, and participates in safety committees, councils, and Seminars

Develops employee safety accountability procedures and a comprehensive safety and health program plan

Develops and implements programs and procedures, accident investigations, data analyses, and recurrence prevention efforts

Monitor and coordinate contracted safety engineering programs and services with outside contractors

Conduct and coordinate in-house training classes; Plan in-house training with cooperation of other Hidalgo County department heads and staff members

Monitor and coordinate contracted safety engineering programs and services with outside contractors

Organize, coordinate, and assist with safety orientations of new employees

Consults with and advises staff concerning the effectiveness of the safety program

Reviews construction plans prior to their finalization to ensure safety standards are met

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

Investigates internal issues as assigned

Conducts investigations for the Executive Officer for the Hidalgo County Commissioners Court as assigned

Reviews files, reports, and programs for compliance with applicable state and federal laws related to risk management and loss control programs

Reviews accident, damage, or loss claims notification procedures; claims investigations, and analysis procedures; loss control procedures; and risk financing procedures

Conducts risk management program reviews and safety program evaluations

Prepares technical and comprehensive reports, plan, and procedures for developing risk management programs, reviews, and inspections

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

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

Directs and conducts 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

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

Assists in writing Standard Operating Procedures and Safety Programs

Participates in Road Safety Programs (on-call)

Serves as a liaison with local, state, and federal agencies

Investigates or directs accident investigations

If assigned, coordinate and provide training for Safety Staff

If assigned, maintain training records and files

May prepare and submit budgets

May supervise the work of others

Performs related work as assigned

In addition to the aforementioned duties and responsibilities, the individual will:

Supervise Safety Officers as they perform their duties and responsibilities

Or

Manage claim files for the Safety Division by:

- Monitoring claim status
- Coordinating efforts with the Counties Third Party Administrator
- Managing the Counties General Liability Insurance, Law Enforcement, Public Officials, Auto and other insurance as deemed necessary for the County of Hidalgo
- If properly licensed, provide adjuster services for the County of Hidalgo; and
- Supervise Office Staff as assigned

Perform the Duties of a supervisor as necessary

Coordinate and provide training for Safety Staff

Develop and implement training programs for Hidalgo County

Maintain training records and files

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

A degree can be substituted for an individual licensed as a Texas Peace Officer with one and one half (1.5) years of work experience as a Peace Officer for each year of college or university required

A degree can be substituted for two (2) years of work experience in safety related fields for each year of college or university required with three (3) additional years of accident prevention, loss control, fleet safety experience and/or experience with public sector safety programs in which the individual prepared approved lesson plans: A copy of a Lesson Plan required for proof with two (2) of the years required as supervisor and or manager

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

CERTIFICATES, LICENSES AND REGISTRATION

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

Instructor's Certificate by the American Red Cross for First Aid and C.P.R.

An Instructor's Certificate issued by the Texas Commission for Law Enforcement Standards and Education Instructor

Adjuster License for Auto and or Property

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