

## SAFETY ADMINISTRATOR

### NATURE OF WORK IN THIS CLASS:

Administers the occupational safety programs and activities of a department/agency.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the occupational safety programs and activities of a department/agency.

Formulates and implements occupational safety policies, rules and regulations and other program guidelines.

Evaluates operational effectiveness and initiates/recommends appropriate changes to enhance occupational safety measures and practices.

Conducts inspections of work areas for the detection and elimination of unsafe acts and conditions; insures compliance with safety requirements; investigates on-the-job accidents and incidents and prepares findings and recommendations to effect accident preventive measures and minimize occupational safety hazards.

Conducts safety training and provides safety manuals, posters and related materials for continuing safety education of employees.

Maintains records and prepares reports.

Performs related duties as required.

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of administrative principles and practices.

Knowledge of the occupational hazards inherent in various types of occupations and the standard safety precautionary measures.

Ability to administer occupational safety programs and activities.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to interpret, apply and enforce occupational safety laws, rules, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend/initiate changes to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

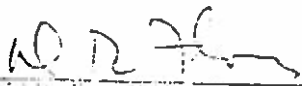
MINIMUM EXPERIENCE AND TRAINING:

A) Three years of progressively responsible technical experience in occupational safety inspection/enforcement work and one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related field; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Grade-M Step 1: \$28,678 - Step 10: \$43,018

  
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DAVID R. JONES  
Executive Director  
Civil Service Commission