

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Safety Officer II

CLASS CODE: 1532

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification assist with the development, review, implementation and analyses of risk management programs in order to provide a safe and happy workplace for City employees.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level service classification in the Human Resources Series – Safety Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include conducting industrial hygiene sampling, enforcing safe operations policies and the authority to shut down operations at unsafe job sites.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Inspects worksites for potential hazards, including fire hazards.

Recommends action to eliminate/reduce workplace hazards.

Investigates accidents and injuries occurring in the workplace.

Enforces policies on safe operations and maintenance.

Coordinates division-wide standard operating procedure writing program; writes manuals.

Performs trend analysis by collecting injury reports, doctor's reports and vehicle accident reports.

Facilitates and presents training to City employees on safety, defensive driving, and health issues.

Conducts industrial hygiene sampling.

Develops risk management programs for department.

Represents department or division on committees and other groups.

Works with operating department safety coordinators on city workplace safety issues.

Refines and implements OSHA workplace safety standards across City departments.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to instruct.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, digital camera, motor vehicle and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as injury and accident reports, laboratory results, manuals and policies, OSHA & EPA regulations and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; requires the ability to interpret descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, machinery, toxic/poisonous agents, violence, disease, or pathogenic substances.

Physical Requirements:

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve (12) to twenty (20) pounds, such as training supplies and sampling equipment.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling in order to conduct worksite inspections.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and odors associated with job-related objects, materials and tasks, such as investigating hazardous worksites.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.