

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Safety, Compliance, & Risk Management

**Department: Human Resources**

**Pay Grade: GS.14**

**Supervision Received From: Chief HR Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Manager Wellness**

**Established: 7/7/17**

**& Occ Health, & Superintendent Golf Course**

**Revision Dates: 4/1/25;**

**10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for developing, supervising, implementing and maintaining the City's risk management, safety, records management, quality assurance and compliance initiatives. Responsibilities include overseeing a comprehensive occupational safety and health program plans as mandated by TN OSHA improve employee safety; control, eliminate, prevent injury or disease caused by chemical, physical and biological agents or ergonomic factors; and ensure that City policies, procedures and standards are consistently followed by departments through monitoring and compliance reviews.

Supervises the Safety & Compliance position which is often responsible for complex or high level projects. These projects include human resources-related internal investigations, Works under general supervision, working from broad goals and policies.

### SERIES LEVEL:

This is a stand-alone position.

### ESSENTIAL FUNCTIONS:

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Directs, supervises and oversees the City's risk management, compliance, quality assurance and records management staff.

Directs risk management programs such as: investigations, compliance procedures, public liability, and property damage; coordinates and manages the District's loss prevention program; develops and establishes risk management policies and procedures.

Develops, coordinates and conducts safety training classes.

Develops and implements City wide accident investigation program.

Oversees City-wide Vehicle Accident Policy and develops training programs for defensive/safe driving.

Provides oversight to and ensures compliance with all City policies and procedures as defined in the City's Employee Information Guide, to include planning and implementation, and internal/external communications.

Acts as lead and provides assistance/direction to departmental Occupational Specialists; makes recommendations to eliminate, control or minimize risks.

Resource to Moccasin Bend WasteWater Treatment Plant on-site safety team. Offers consultation to environmental and physical safety hazards, vendor based projects, and training needs.

Monitors and enforces the City's compliance with state and federal laws to include the TN Occupational Safety and Health Act (TOSHA) and Department of Transportation (DOT).

Maintains and submits all City TN OSHA and DOL required records and logs. Acts as the City's representative to TN OSHA.

Monitors new safety laws and updates City safety policies.

Represents the City at a variety of internal and external meetings, public events, training sessions or committees and/or other related events in order to receive and/or convey information.

Develops reports to analyze safety trends and record safety training; provides a variety of reports and summaries to managements and City wide safety staff to evaluate safety programs results.

Conducts monthly safety leadership meetings and additional departmental safety meetings as required.

Conducts City wide job safety analyses and field audits of workplace environments to identify and analyze potential risks; provides guidance for corrective action.

Maintains City DOT random drug testing program to ensure compliance with federal guidelines for safety-sensitive positions. Serves as the City's DER (Designated Employee Representative) to address the MRO (Medical Review Officer), employee being tested, and share results with Department leadership and Human Resources.

May be required to provide occupational safety support to various departments when needed.

May operate a City-owned vehicle to travel to work sites.

Tasked with assessing and mitigating significant competitive, regulatory and technological risk management threats to City's enterprise capital and operations.

Develops and presents proposals for correction of identified risk management to Mayor, City, Departments, Divisions, Sections, Job Classifications, or individual tasks or special projects/events.

Recommended Risk Management changes in processes to City Council, Mayor Administration, or Department leadership as needed.

Supervise “Occupational Health and Wellness Manager” #1. Including Health & Wellness initiatives City wide, On-site Medical Provider Vendor RFP/Contract, Pharmacy Vendor RFP/Contract, Physical Therapy RFP/Contract and management of WellAdvantage Building (620 E. 11th Street).

Program Director for Injury on Duty claims, to include holding hearings of disputes of medical treatment or settlement disputes of employees receiving IOD claims.

Supervisor of “Occupational Health and Wellness Manager” #2. Including fiscal responsibility of IOD settlements, TPA (Third Party Administrator) RFP/Contract, outside medical treatment/speciality payments.

Supervisor of “Safety & Risk Supervisor”.

Supervisor of “Claims & Risk Analyst”. Includes direction of subrogation or acceptance of responsibility, as well as fiscal duties associated with Bodily Injury Claims or Property Damage Claims, self-insurance program and specific policies of protection.

On call, able to respond to after hours emergencies.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Twelve (12) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Bachelor's Degree in Occupational Safety, Environmental Health, Risk Management and/or Quality Assurance. Examples of relevant experience include progressively responsible work in occupational safety and/or risk management, to include supervision of staff.

#### LICENSING AND CERTIFICATIONS:

Valid driver's license is required. Obtain OSHA 30 certification required within twelve (12) months of hire is preferred

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; principles and practices of safety administration and risk analysis, applicable federal, state (TN OSHA) and local laws, standards, ordinances, codes, rules regulations, policies and procedures; public administration principles and practices; business administration principles and practices; information technology principles and practices; mathematical concepts; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, policies, and/or procedures; policy and procedure development practices.

Skill in prioritizing and assigning work; analyzing issues and problems related to operations, services, and management to develop complex programs, present and obtain consensus on recommendations, processes, goals, and solutions; performing mathematical calculations; preparing and analyzing reports; reading, comprehending, adapting to rapidly changing administrative requirements; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of organizational goals; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, sufficient to exchange or convey information and to receive work direction

#### PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

#### WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

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