

CITY OF CHATTANOOGA

Classification Specification Title: Industrial Occupational Safety Supervisor (Wastewater)

Department: Wastewater

Pay Grade: WWFG.09E

Supervision Received From: Deputy Dir. Wastewater Systems FLSA Status: Exempt

Supervisory Responsibility For: Established: 11/05/21

**Industrial Occ Safety Specialist; Admin Support Asst. 2 Revision Dates: 4/2/25;
12/11/23; 10/20/23; 10/03/22**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for administering, reviewing, evaluating and analyzing industrial workplace environments including designing, implementing and maintaining programs and procedures to improve employee safety and to control, eliminate and prevent injury or disease caused by chemical, physical and biological agents or ergonomic factors This position reports to the Director of Wastewater. Safety, Compliance, & Risk Management as a division of Human Resources.

SERIES LEVEL: The Industrial Occupation Safety Supervisor is the second level of a two-level industrial safety series.

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.)

May supervise lower level safety and training program staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations to HR.

Develop and interpret Moccasin Bend Wastewater Treatment Plant safety program, apply and ensure compliance with industrial and environmental occupational safety and health laws, environmental protection guidelines, motor carrier guidelines, and other applicable laws and regulations.

Monitor new laws and incorporate changes into City policies.

Develop and maintain medical monitoring programs for employees injured on duty.

Develop trend analysis for injuries and illnesses at Moccasin Bend Wastewater Treatment Plant including but not limited to the following factors: frequency, severity, cost and related data.

Monitor and enforce compliance with applicable safety and related regulations including the TN Occupational Safety & Health Act, NIOSH standards, EPA regulations, City and State laws, City policy, or any other regulatory organization.

May investigate injury causation factors and determine how such factors may be mitigated or prevented. Issues corrective actions for safety violations to include re-training employees.

May inspect and evaluate workplace industrial environments, equipment and practices to ensure compliance with safety standards and government regulations.

May be responsible for the development, implementation, and completion for all safety training programs for all employees at Moccasin Bend Wastewater Treatment Plant. Such topics include but are not limited to: evacuation safety, ladder safety, PPE, confined space, hand/power tools, defensive driving, fall protection, office safety, heat/cold stress, and fire safety. Audits employee safety training to ensure compliance with applicable laws and regulations.

Conduct job safety analysis for operations and equipment to assist in identifying problem areas and potential workplace hazards.

Ensure and maintain compliance certificates for elevators, cranes, power lifts, or other regulated equipment.

May be responsible for development, implementation, training, and maintenance of all Safety SOPs, internal safety policy, and JHAs. Accountable for safety injury data tracking and reporting, to include presentations or standardized reports. Provides monthly reports on safety training, occupational injuries, appropriate OSHA reporting, financial reporting and ad hoc reports at Moccasin Bend Wastewater Treatment Plant to the Director of Safety, Compliance, & Risk Management and Moccasin Bend Wastewater Treatment Plant administrators.

Prepare reports to inform management of the status and implementation plans of programs and services.

Assist in the development of the budget for areas of assignment and monitor related expenditures.

Represent Human Resource or Safety, Compliance, & Risk Management at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

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.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

Responsible for the controlling, managing and proper disposal of any environmental waste (HAZARDOUS AND/OR UNIVERSAL) including but not limited to used oil, electrical ballasts, batteries of all sorts and sizes, and used fluorescent bulbs of all sizes at Moccasin Bend Wastewater Treatment Plant.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with major coursework in occupational safety and health, risk management, or business administration, supplemented by four (4) years of progressively responsible experience in occupational safety management, loss prevention or related field; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

KNOWLEDGE & SKILLS:

Knowledge of safety program principles and practices; industrial safety principles; supervisory principles; budgeting principles; business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources; applicable Federal, State, and Local laws, ordinances, codes, rules regulations, policies, and procedures; applicable safety requirements; workers' compensation principles; principles and practices in assigned area of responsibility; and, customer service principles.

Skill in monitoring and evaluating subordinate staff; prioritizing and assigning work; interpreting and applying applicable laws, ordinances, codes, rules regulations, policies, and procedures; planning and coordinating emergency preparedness plans; estimating damages and adjusting claims; evaluating, auditing, deducing, and assessing data utilizing established criteria; anticipating problems and developing alternative strategies; interpreting a variety of technical information with abstract or concrete variables; performing mathematical calculations; drawing accurate conclusions from financial and numerical material; and, communication and interpersonal skills as applied to public speaking and presentations, interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

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.