

CITY OF CHATTANOOGA
Classification Specification Title: Safety Technician

Department: Human Resources

Pay Grade: GS.05

Supervision Received From: Supervisor Safety & Risk

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 8/29/19

Revision Dates: 4/4/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

The Safety Technician works with all levels of the Safety Division, the Human Resource Department, and areas of the City. This position is a blend of administrative and technical functions which support the work and vision of the whole Health and Safety program, in an effort to prevent and mitigate employee injuries and illnesses. Work is performed with moderate supervision by the Safety & Risk Supervisor.

SERIES LEVEL:

The Safety Technician 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.)

Conduct tests and measures hazards to help prevent harm to workers, property, the environment, and the general public. Drafts and submits correspondence for Injury claims.

Acts as the liaison with department supervisors, employees, safety team members and outside parties as needed. Tracks safety and health related data, to include compiling reports and presentations.

Identifying trends from data points. Data entry for a variety of forms, spreadsheets, software, or other specific areas of importance.

Participates in the planning, organizing and conducting of safety meetings and training programs for employees upon direction. Maintains regulatory compliance.

Assist with the administration of Federal, State, and Local laws and regulations such as OSHA, DOT, MSHA, EPA, and NFPA. Participates in safety initiatives, meetings and programs as required. May assist with employee safety training.

Works with job site safety personnel to identify and resolve safety issues. Assists with the investigation of incidents involving City property, employees, or temporary employees.

Prepares documentation to ensure an adequate investigation and preservation of evidence is completed.

Assists with the inspection, testing and evaluation of workplace environments, equipment, and practices to ensure they follow safety standards and government regulations.

Assists with the evaluation of workplace safety and health programs. Educates workers about workplace safety. Demonstrates the correct use of safety equipment.

Participates in the investigation of incidents and accidents to identify what caused them and how they might be prevented in the future.

Prepares records and excel and electronic reports pertaining to safety activities such as accidents/incidents, workers compensation, OSHA, and occupational health.

Monitors inventory of PPE and safety supply levels and requisition as needed.

Implements City and departmental policies, procedures, and service standards in conjunction with management. Assists managers by researching information and statistics to prepare documents and reports.

Maintains department files and information, maintaining calendars of events, meetings, and deadlines. Updates procedures, policies, and standards.

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: High School Diploma or GED, and depending on area of assignment: Three (3) years of related progressively responsible office support experience utilizing word processing, spreadsheet, and other personal computer software related to the efficient provision of administrative support services in the assigned area; or any combination of equivalent experience and education.

OR One (1) year of office support experience and two (2) years of experience drafting/preparing legal documents, researching legal databases and filing documents with the courts; as well as skill in using word processing and spreadsheet software to prepare documents and reports; or any combination of equivalent experience and education.

OR Three (3) years equivalent experience/training sufficient to successfully perform the essential functions of this job; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of principles and practices in the assigned area of responsibility; customer service principles; knowledge of human resources principles, and applicable federal, state, and local laws, rules and regulations related to the assigned area of responsibility; English language, grammar and punctuation; modern office procedures, methods and equipment; meeting and/or special event scheduling techniques; legal terminology, procedures and documents; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; basic report preparation techniques; record keeping principles; keyboarding techniques; mathematical principles and filing principles and practices; Google sheets, Google doc, Microsoft Word and Excel.

Skill in prioritizing and assigning work; using computers and related software applications; providing customer service; filing; composing a variety of business correspondence; documents; performing mathematical calculations including standard statistical calculations; reading and interpreting specialized data and information in assigned area of responsibility; scheduling and coordinating special events and meetings; keyboarding; using modern office equipment; transcribing dictation and meeting minutes; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; processing preparing and proofreading a variety of routine reports and/or documents; maintaining confidentiality; maintaining records and files and communication and interpersonal skills as applied to 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 reaching, fingering, grasping, 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: 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 encourages both prospective and current employees to discuss potential accommodations