

CITY OF CHATTANOOGA

Classification Specification Title: Safety and Compliance Specialist

Department: Human Resources

Pay Grade: GS.09

Supervision Received From: Manager Risk

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 11/02/17

Revision Dates: 4/4/25;

**1/27/25; 5/10/24; 10/20/23;
1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for developing, administering and evaluating all safety, loss control and emergency preparedness programs for a City department or division in a manner that ensures the safety and health of City employees and achieves the highest level of protection for City and private property. Work requires limited supervision and the use of independent judgment and discretion.

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.)

Ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment.

Forward documented safety violations to administrators for potential disciplinary action.

Coordinates departmental emergency operations and preparedness which includes ensuring department staff are trained on procedures and the incident command system; preparing resources to respond to emergencies; preparing and maintaining records of emergency preparedness, mitigation, response and recovery processes.

Responding to requests for emergency assistance from City departments and external agencies; preparing and coordinating the emergency management program; overseeing the development and implementation of the emergency plan; developing and conducting emergency drills and exercises and performing related activities.

Oversees projects in the assigned area of responsibility.

Performs Job Hazard Analysis for departments as requested.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Makes recommendations for changes to the City Code and/or department policy. Prepares and disseminates a variety of forms related to the assigned area of responsibility.

Coordinates and facilitates safety and health training classes and maintains related records and information. Monitors and enforces adherence to established safety procedures which includes conducting site inspections; monitoring work environments; monitoring the use of safety equipment; initiating corrective actions for noncompliance and/or performing other related activities.

Coordinates the job injury program for the City. This includes but is not limited to maintaining the City's OSHA log (300 and 300A), light duty assignments for IOD restrictions, liaison with TPA and City Departments for IOD cases, and coordinated care with the City's clinic/medical vendors. May respond to accidents and injuries of a serious nature and perform related investigations.

Develops, monitors, and coordinates safety programs in assigned areas of responsibility. Monitors and enforces departmental compliance with applicable laws, rules, regulations, standards, policies and procedures. Responds to complaints and questions related to departmental operations; conducts related research and initiates problem resolutions.

Prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Represents the City and/or the Department 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.

Provides technical expertise and guidance to contractors, ensuring compliance with applicable contract terms and conditions.

Performs a variety of administrative tasks in support of departmental operations which may include reviewing project progress reports; reviewing productivity levels; answering phones; preparing routine correspondence and/or performing other related activities.

Compiles and monitors operational, administrative and statistical data related to department operations and activities; prepares related reports, procedures and documentation and makes recommendations based on findings.

Conducts internal investigations for possible City policy violations, at the request of the Chief Human Resources Officer or their designee.

Serves as point of contact for State Officials pertaining to mandatory injury reporting requirements and submits Bureau of Labor Statistics (BLS) annual surveys,

Create standard operating procedures.

Assists with reasonable suspicion testing as needed.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

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: Bachelor's Degree with coursework emphasis in Business Administration, Safety Management or a related area, and three (3) years experience in safety management and loss control activities; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of risk management principles; safety and health program principles and practices; applicable federal, state and local laws, ordinances, codes, rules regulations, policies and procedures; applicable safety requirements; workers' compensation principles; principles and practices in assigned areas 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 interaction with coworkers, supervisor, the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require walking, standing, crouching, talking, hearing, seeing, climbing, stooping, 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. Incumbents may be subjected to extreme temperatures.

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.