

# CITY OF CHATTANOOGA

## Classification Specification Title: Supervisor Safety & Risk

**Department: Public Works**

**Pay Grade: GS.12**

**Supervision Received From: Dir. Safety, Compl. & Risk Mgt**

**FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established: 7/01/19**

**Revision Dates: 4/4/25;  
12/17/24; 8/02/22**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for developing, supervising, implementing and maintaining the City's risk management, safety, risk management, and compliance initiatives. Responsibilities include overseeing a comprehensive occupational safety and health program plans as mandated by regulatory organizations to 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. May be involved with the City's human resources internal-investigations, safety and risk training, as well as overseeing the production and integrity of the City's safety and risk related data. Work is performed 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.)*

Reports to the Director of Safety, Compliance, & Risk Management.

Directs and supervises the activities of lower level staff and functional areas, including planning, assigning, directing, and evaluating the work as needed.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for safety and risk programs; recommends and administers safety and risk policies and procedures.

Prepares monthly, quarterly, yearly reports of safety and risk data; performs research and analysis, and prepares reports, charts, tables, and presentations to provide the City with necessary safety and risk management information; advises on the risk implications of proposed programs, policies, and procedures as appropriate.

Serves on the Accident Review Committee to hear cases of injury or accident claim appeals; serves as a liaison with other divisions, departments, employees, or other outside organizations

on behalf of the City/Human Resources/Safety & Risk Division; may serve on various department committees to represent the safety and risk management division.

Develops and maintains a Safety, Compliance, & Risk Management Manual which will aid the City in respective areas of operations.

May manage/coordinate the random testing as it pertains to the City's Drug & Alcohol Policy; will serve as the back-up DER for positive test results.

Creates and leads a 'rapid-response team' for quick action to safety, compliance, and risk events that may lead to possible litigation, negative public relations, employees harmed, or incidents requiring control; performs essential functions immediately following a declared disaster.

Prepares policies and procedures for formal approval; serves as SME for safety and risk areas which may include RFP/RFQ, vendors, budgets, or other City operations; Involved in budget writing and requests for division.

Ensures compliance city wide for areas to include: environmental, fleet safety, safety training, PPE, evacuation procedures, active shooter drills, hearing conservation program, lifting/ergonomics program, silica policy, injury investigations, injury reporting, LOTO, defensive driving, and other safety or risk areas impacting the City of Chattanooga. Conducts safety and risk audits of work-sites, or of completed inspections, or that which are raised concerns for hazard identification, elimination, or control.

Directly and indirectly ensures compliance with all City, State, and Federal regulations, which may include but is not limited to; Tennessee-OSHA, EPA, TDEC regulations with the aid of assigned staff.

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 in occupational safety and health, risk management or related field and three (3) years occupational safety experience, including at least one (1) year of risk management and supervisory experience; or any combination of equivalent experience and education. Will respond to emergency call-out situations and/or provide service during normal office hours, nights, weekends, as needed.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

## SUPPLEMENTAL INFORMATION

Considerable knowledge of occupational safety, environmental health safety, safety training, fleet safety, and health & wellness in a practical setting; familiar with regulations governing all aspects related to workplace safety.

Demonstrated skill in the use of Microsoft products and Google Suite. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to competently lead in a team environment, managing multiple areas with different scope of specialties. Ability to take vision and design/implement a plan, which may include policy, formal documentation, or reporting to assigned staff. Ability to maintain professional-level confidentiality in the collection and handling of certain information and data.

Ability to establish and maintain effective working relationships with others. Ability to communicate orally and in writing.

### 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.