SAFETY OFFICER
Parks & Recreation and Public Works Departments
Part-time Contract Position

***REPOSTED***
Reposted: September 20, 2012

****Note: Departments are willing to underfill position with a graduate student.****

Essential Duties: This is a skilled professional work responsible for developing, implementing, administering, coordinating, and auditing safety and environmental programs and training in the Parks & Recreation, Public Works, and other departments as needed. The individual appointed to this position will be required to: develop written safety programs and safety training sessions specific to departmental needs and in compliance with OSHA and applicable federal, state, and environmental laws and regulations; develop training curriculum and materials to measure effectiveness of training; observe operating procedures, conduct safety inspections, audit existing safety procedures, ensure safety rules are adhered to by employees; identify safety training needs for departments; coordinate outside training including recruiting technical and subject matter experts to assist as needed; assist in establishing applicable policies regarding safety issues; assist in coordinating department safety committees including resolving various safety concerns; ensure compliance with safety rules and regulations; evaluate equipment and related accidents and recommend changes to either equipment or safety procedures; investigate causes of accidents and make findings; review accident reports to determine contributing factors; develop methods to stop accidents from reoccurring; maintain a working knowledge of all federal, state and local laws and regulations pertaining to safety and environmental issues; and maintain and update records of training sessions in accordance with applicable laws and regulations, including OSHA requirements; update and maintain each department's safety data sheet center; coordinate TCL program; assist in creating safety budget and monitor expenditures; and perform other related duties as needed.

Minimum Requirements: A) Equivalent to a Bachelor's degree in Safety Management, Industrial Hygiene, Industrial Safety Engineering, Public or Business Administration, or closely related field and three (3) years experience performing industrial safety development, training, and/or inspection activities, preferably in a municipal setting; or B) An equivalent combination of job-related education and/or experience [substituting each year of an earned post-secondary degree for six months of experience].

License(s): A valid, lawful Driver's License is required. Certification as a Certified Safety Professional (CSP) is preferred but not required.

Wage/Duration of Contract/Schedule: $25.00 per hour. No benefits are offered with this position and payment will be by direct deposit. Position is for a one-year contract, approximately 30 hours per week.

Selection Factors: Knowledge of related laws, codes, rules and regulations governing functions of the position including applicable OSHA regulations; knowledge of the work system; knowledge of the operations, functions, and terminology common to the work; basic knowledge of composition, spelling, and grammar. Skill in performing duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; developing and implementing written safety programs and field training sessions; and conducting safety audits. Ability to analyze accident reports to develop improved safety policies and procedures; manage a comprehensive safety program; perform work with speed and accuracy; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment when evaluating situations and making determinations; organize assigned work and develop effective work methods; and prepare clear, concise, accurate, and informative reports.

Screening: Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. Criminal background checks are conducted on all City positions. Non-disclosure may result in dismissal.

Physical/Environmental Factors: This work is performed in environmentally controlled and non-environmentally controlled areas including sustained periods outdoors and occasionally in hot, cold, or inclement weather and requires use of protective devices such as masks, respirators, goggles, gloves, etc. Work may be performed in noisy places and exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; and conditions such as fumes, odors, dusts, mists, gases, and/or hazardous chemicals. May require individual to occasionally sit at a desk or table; regularly walk, stand, or stoop, occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds; ascend or descend ladders, scaffolding, ramps, poles, and the like; walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; regularly drive a motor vehicle; and communicate via radios or cell phones.

Pre-employment Testing: Prior to appointment, applicant will be required to successfully pass a drug screening and background investigation. Individuals with unsatisfactory drug screening results will be ineligible for appointment or application to any Provo City position for a minimum period of six (6) months.

To Apply: All applications must be filed with the Provo City Division of Human Resources located at 351 West Center, Provo, UT 84601 before 6:00 p.m. on the closing date. Apply online at www.provocity.jobs.

Closing Date: Open until filled. First application review will be Thursday, October 11, 2012.