

*Code: 1553*

*Title: SAFETY OFFICER*

**SUMMARY:** Provides development, coordination and oversight of a departmental industrial safety program and provides day-to-day monitoring of activities to insure compliance with the County-wide loss prevention program and Federal and State regulations.

**DUTIES/RESPONSIBILITIES:** \_ (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Develops, implements and administers a comprehensive departmental safety program;  
Reviews State and Federal safety regulations and their impact on departmental operations;  
Develops and recommends departmental safety policies and procedures;  
Inspects facilities and operations to insure compliance with departmental, County, State and Federal standards and recommends changes in departmental safety practices;  
Monitors safety procedures in the construction and repair of facilities;  
Processes, investigates and maintains records of accident reports;  
Compiles and calculates statistical data and prepares reports regarding accidents and their cause;  
Conducts training sessions for departmental employees regarding safety procedures and applicable rules and regulations;  
Provides coordination with County Risk Management;  
Coordinates and chairs departmental safety committees and accident review boards.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Federal, State and local laws and regulations governing safety procedures and policies;
- principles and techniques for the prevention of occupational and industrial safety and health hazards;
- techniques of compilation and preparation of statistical and management reports;
- organization and functions of the assigned department.

Skill in:

- applying Federal, State and local safety laws, rules and regulations;
- developing and implementing safety procedures and policies;
- investigating and analyzing accidents and their cause;
- compiling and analyzing statistical data and reports;
- communicating effectively, both orally and in writing;
- use of computer-based resources for preparation and maintenance of reports, correspondence, records and related materials.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) A Bachelor's degree, from an accredited college or university, with a major in industrial engineering, safety, safety management, or an engineering discipline and two years of experience in the development and coordination of an occupational safety program.

**OR:**

(2) Six years of full-time experience in the development, coordination and management of an occupational or industrial safety program.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions, within this classification, may require possession of a valid Arizona Class D and Commercial Drivers License (CDL), with appropriate endorsements, as identified by the Appointing Authority. Failure to obtain/maintain the required licensure shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

12/29/91  
Updated 03/14/08(lg)