

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Administrator, Safety & Loss Prevention	BAND/LVL:	Prof III
DEPARTMENT:	Human Resources	JOB NO:	2460
DIVISION:	Employee Relations & Safety	DATE:	3/25/12
REPORTS TO:	Manager, Human Resources	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 191

REPLACES: Administrator, Safety & Loss Prevention

DATE: 1/1/2006

JOB SUMMARY STATEMENT:

Administers City's Safety, Loss Prevention and Hazardous Communication programs. Conducts on-site safety audits. Investigates accidents to determine causes and recommends corrections of unsafe acts and conditions. Coordinates Safety Suggestion Program and Midyear Safety Event. Tracks workers' compensation claims and maintains contact with third party administrators to ensure proper care and return to work status for injured employees. Attends all Citywide Safety Council meetings. Serves as the department's representative for the Emergency Management Operations Committee.

DUTIES AND RESPONSIBILITIES:

1. Administers the City safety program. Conducts on-site audits (quarterly and unannounced) of all facilities including buildings, vehicles, and recreation facilities to evaluate physical conditions, safety practices, hazardous situations, and toxic and hazardous substances to determine their compliance with state standards, codes, and regulations. Provides written report stating findings and any safety recommendations. Conducts follow-up inspection per safety report findings.
2. Investigates serious accidents to determine causes. Prepares notes, diagrams, takes pictures, and drawings of accident scene. Interviews accident victims and supervisors. Prepares written reports of findings and recommendations for correction of unsafe acts and conditions. Prepares and maintains safety statistical analyses. Provides analyses of accident trends on monthly, quarterly, and year-end basis. Distributes analyses and reports to department directors and Citywide Safety Council members.
3. Logs and tracks all injuries/illnesses, vehicular, and property damage incidents.
4. Coordinates and conducts work area assessments, surveys, and program evaluations to determine the presence of hazardous conditions, such as noise and chemical exposure, indoor air quality, confined space, and ventilation in paint booths.
5. Conducts and/or coordinates Ergonomic Workstation Evaluations to include office and field assessments. Conduct Telecommuting Alternate Work Site Evaluations as requested.
6. Processes worker's compensation claims. Acts as liaison between City's third party administrator. Maintains contact with the City's designated physicians to ensure care for injured employees and to maintain control of expenses incurred due to injuries. Administer Alternative Duty Program following on-the-job and off-the-job injuries/illnesses. Tracks expenses through workers' compensation Loss Run Reports.
7. Provides assistance and performs walk-through inspections of City facilities with state inspectors and/or outside consultants.
8. Coordinates and/or conducts Safety Training and provides safety education materials to all employees. Researches topics and coordinates training sessions conducted by designated physician, third party administrator or other vendor. Maintains safety media library and annually purchases additional media.
9. Attends all Citywide Safety Committee meetings, Department Safety Review Committee meetings and serves as the department's representative for the Emergency Management Operations Committee.

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10. Administers the City's Hazardous Communications program to include chemical inventory, container labeling, material safety data sheets, employee training, methods used to inform employees and contractors of non-routine tasks, and chemical storage.
11. Performs those tasks necessary as a Breath Alcohol Technician (BAT). Performs random, follow-up, reasonable-suspicion, post-accident, and return-to-work tests as needed. Performs instrumental calibrations, maintains log, and assures usability of the Evidentiary Breath Tester (EBT). Coordinates random drug testing with City's designated physician and medical review officer. Submits drug and alcohol test results to the Department of Transportation upon request.
12. Assist City's Risk Manager in the proposal, and recommendation for selection of the third party administrator for the Worker's Compensation Program.
13. Oversees the monthly collection of Motor Vehicle Reports and provides report of findings to Department Directors. Requests quarterly updates of information related to "Safety Sensitive Positions" and "Drivers of City-Owned Vehicles". Coordinates Defensive Driving Course Program.
14. Coordinates City's DOT Physical Examination Program, return to work examinations and fitness for duty examinations with City designated physician as directed by Chief Human Resources Officer.
15. Interviews internal and external candidates for exempt and non-exempt positions, as directed.
16. Conducts workplace violence and other investigations into complaints of harassment and discrimination. Prepares investigation reports and conveys findings to the Management Team.
17. Administers and coordinates Safety Suggestion Program and Midyear Safety Event. Appoints committee to organize Midyear Safety Event. Attends and chairs all committee meetings. Selects site, menu and participant gifts.
18. Coordinates semi-annual fire drills and severe weather emergency evacuation through Overland Park Fire Department.
19. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
20. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in safety management or related field, and/or personnel, or an equivalent combination of education and experience. Safety and First Aid training, CPR, AED, and Breath Alcohol Technician certification. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Four to six years in a safety-related position, or an equivalent level of experience.

SKILLS:

1. PC skills.
2. Typing skills.
3. Phone skills.

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4. Good oral and written communication skills.
5. Group presentation skills.
6. Organizational skills.

MENTAL REQUIREMENTS:

1. Ability to recognize and protect confidential information.
2. Ability to write report findings and recommendations in a clear and concise manner.
3. Ability to read and comprehend federal and state laws and regulations, city codes and ordinances.
4. Ability to analyze safety situations.
5. Ability to research and compose news articles.
6. Ability to work independently.
7. Ability to meet deadlines.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to climb, stoop and bend.
3. Excessive standing and/or walking
4. Hand and eye coordination adequate to input computer and operate copier, adding machine, pager, and typewriter.
5. Ability to travel to and tour City facilities in adverse conditions to include, but not limited to, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
6. Ability to operate City vehicle
7. Ability to lift approximately 20 pounds and transport 10 feet.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.