



CLASS TITLE | SAFETY PROGRAM MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1235

Effective Date : 09/14/2022

PURPOSE OF THE CLASSIFICATION: Under the direction of the Human Resources Risk Manager, manages and promotes a safety-first culture, committed to safe working conditions, safe behaviors, and safety excellence in the City and manages all aspects of safety training for City employees and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages development, presentation, and implementation of safety related training for all City employees to ensure training requirements are met and documentation is accurate and maintained efficiently
- Manages the City of Tulsa Commercial Driver's License program by providing effective classroom and driver training
- Participates in the review of collision, injury and other data and consults with department management across the City regarding programs and tactics to reduce risk
- Coordinates and conducts investigations of occupational injuries, vehicle collisions, and other incidents and prepares reports
- Manages field and worksite safety inspections, facility, and process audits, and prepares documentation according to State and Federal regulations, city ordinances and safety policies
- Researches, prepares, and updates safety policies, initiatives and other programs including opportunities to eliminate workplace accidents and injuries
- Coordinates various meetings and oversight committees in regard to safety programs
- Supervises, assigns work, and provides expertise to safety section staff
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria (or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100):

- (a) Completion of one hundred and twenty (120) hours from an accredited college or university in the field of industrial safety, or other related fields; **and**,
- (b) Five (5) years of experience relevant to the essential tasks listed in this job description; **and**,
- (c) Two (2) years of supervisory experience

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the modern principles and practices of safety and health methods and procedures within local and state government
- Considerable knowledge of training principles and techniques needed to plan, coordinate, and implement successful safety training programs for large numbers of employees

Ability to:

- Ability to develop/implement effective and concise safety and health policies
- Ability to inspect, identify, and recommend correction of departmental safety hazards based on OSHA and other related federal regulations as well as City policies
- Ability to motivate and inspire
- Ability to communicate effectively both verbally and in writing
- Ability to understand and influence internal and external customers to achieve safety culture objectives
- Ability to recognize, analyze and solve complex problems
- Ability to apply excellent attention to detail and accuracy



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Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pulling up to 60 pounds; subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

- 1) Valid Oklahoma Class "D" Driver License
- 2) Valid Oklahoma Class "A" Commercial Driver License (CDL) within one (1) year of date of hire
- 3) Associate Safety Professional (ASP) or Certified Safety Professional (CSP) certification
preferred

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather; and occasionally indoors in an office or training classroom setting; and requires travel to various locations for inspections, audits, vehicle accident investigations, and training.

EEO Code: E-02

Group: Clerical and Administrative

Series: Personnel Management