



## City of Kansas City, Missouri Job Class Specification

**Job Title:** SAFETY MANAGER

**Department:** MULTI

**Job Code:** 3051

**Status:** EXEMPT

**Grade:** EX-5

### Summary

This is responsible administrative and supervisory work involving planning, developing and managing a departmental safety program.

Responsibilities include monitoring all aspects of a department's processes and procedures for compliance to regulations promulgated by the Occupational Safety and Health Administration (OSHA) and the Department of Transportation (DOT). Incumbent identifies hazards and unsafe practices and procedures in the work environment and assigns investigation of these to subordinate safety officers. Incumbent reviews studies and recommendations of staff and advises managers of cost effective solutions to bring facilities and processes into compliance with applicable regulations. Work is performed with considerable independence and is reviewed by demonstrated program effectiveness and through periodic reports submitted to an administrative supervisor.

### Duties and Responsibilities

- As manager of a safety program, assigns the work of and supervises subordinate safety officers; trains officers on developing safety education programs; the methods of inspecting unsafe or hazardous equipment, facilities or work environments; report writing; applicable safety regulations and the interpretation of and application of safety regulations.
- Receives officers' reports of observed hazards at work sites and facilities or with work procedures' devises remedial procedures and practices or suggests equipment and facilities' updating or renovation and assess costs for remedial action.
- Maintains database of vehicular or industrial accidents, assess causes of accidents, determines if accidents were preventable and performs trend studies; provides various routine and ad hoc reports to managers; serves on department's safety review committee.
- Develops and presents safety and accident prevention programs for department's employees, civic groups and the general public focusing on reducing the incidence of accidents.
- Evaluates effectiveness of current safety programs; recommends and implements program modifications and corrective action; may monitor department's construction inspection program to assess the safety practices of contractors' employees.
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:

- Applicable federal, state and local regulations pertaining to the areas of occupational safety and hygiene.
- The principles and practices of safety engineering and accident control.
- Modern methods, practices and techniques of safety inspection.
- Modern methods of maintaining safety program records and making comprehensive reports from these records.

Ability to:

- Recognize safety hazards and to prescribe corrective action.
- Plan, organize and direct a comprehensive safety program and to demonstrate effectively the need and potential rewards from a municipal safety and accident program.
- Establish and maintain cooperative relations with federal, state and other local safety officials, the public, subordinates, department managers and union representatives.
- Present ideas concisely and effectively, orally and in writing.
- Prepare clear and concise statistical reports and to maintain adequate records in a computer database.
- Train and supervise assigned safety officers.

**Education and Experience**

High School graduation and six (6) years professional experience in safety, health or environmental work.

OR

Accredited associate degree and four (4) years professional experience in safety, health or environmental work.

OR

Accredited bachelor's degree and two (2) years professional experience in safety, health, or environmental work. The experience may be waived upon presentation of the Certified Safety Professional (CSP) designation or the Certified Industrial Hygiene (CIH) designation.

**Certificates/  
Licenses/Special  
Requirements**

May be required to pass a preemployment drug screen.

**Supervisory  
Responsibility**

Supervision is exercised over subordinate safety officers.

**Supervision  
Received**

Work is performed under the direction of the Corporate Safety Manager.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created** 11/95

**Revised** 9/06, 10/07, 8/22, 02/2024