



City of Kansas City, Missouri Job Class Specification

Job Title: SAFETY OFFICER

Department: MULTI

Job Code: 3050

Status: NONEXEMPT

Grade: NE-6

Summary

This is moderately complex technical work assisting in developing and administering safety and accident prevention programs for municipal employees.

An employee in this class conducts safety classes for municipal employees in accident prevention. Work also includes the periodic inspection of municipal facilities, equipment and work procedures for compliance with accepted safety rules, accident prevention measures and applicable federal state, and local legislation. Work is performed with considerable independence within established departmental policies, procedures, and practices and is subject to review by an administrative superior through conference, reports, and evidence of accomplishments of specific safety programs.

Duties and Responsibilities

- Assists in planning, schedule and coordinating municipal safety and accident prevention programs; investigates accidents and hazardous situations; gathers and analyzes data and formulates plans to prevent similar occurrences.
- Inspects equipment and facilities to detect unsafe or hazardous conditions and makes recommendations for the correction when needed.
- Assists in planning, scheduling, and conducting safety education programs; demonstrates safety equipment and procedures at meetings; secures guest speakers and selects appropriate subjects for discussion.
- Prepares safety rules, instructions, charts, poster, bulletins, reports and other information and publicity on employee safety and accident prevention programs.
- Establishes and maintains cooperation of supervisors and employees toward the principal objective of eliminating unsafe working conditions and practices.
- Speaks before various employees, civic and other groups concerning safety and accident prevention programs to make them more conscious of safety precautions to be taken at work and at home.
- Performs related duties as required.

Technical Skills	<p>Considerable knowledge of:</p> <ul style="list-style-type: none"> 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. Applicable federal, state and local regulation pertaining to the areas of general industry safety, construction, and industrial safety affecting employees and the general public. <p>Ability to:</p> <ul style="list-style-type: none"> Recognize safety hazards and to prescribe corrective action. Participate in 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 representatives from other departments. Present ideas concisely and effectively, orally and in writing. Prepare clear and concise statistical reports and to maintain adequate records in a computer database.
Education and Experience	<p>High School graduation and four (4) years professional experience in safety, health or environmental work.</p> <p style="text-align: center;">OR</p> <p>Accredited associate degree and two (2) years professional experience in safety, health, or environmental work. The experience may be waived upon presentation of the Associate Safety Professional (ASP) designation.</p> <p style="text-align: center;">OR</p> <p>Accredited bachelor's degree in safety, health, or environmental studies.</p>
Certificates/ Licenses/Special Requirements	<p>May be required to pass a preemployment drug screen.</p>
Supervisory Responsibility	<p>Supervision may be exercised over clerical assistants.</p>
Supervision Received	<p>Work is performed under general supervision of an administrative superior.</p>
	<p>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.</p>
Created	<p>11/95</p>
Revised	<p>9/06, 11/12, 11/16, 8/22, 02/2024</p>