



## City of Kansas City, Missouri Job Class Specification

|                   |                          |                    |                  |
|-------------------|--------------------------|--------------------|------------------|
| <b>Job Title:</b> | CORPORATE SAFETY MANAGER | <b>Department:</b> | General Services |
| <b>Job Code:</b>  | 3055                     | <b>Status:</b>     | EXEMPT           |
|                   |                          | <b>Grade:</b>      | EX-6             |

### Summary

This is highly complex and responsible professional work overseeing, directing and supervising the administration of the employee safety and health service programs for the City.

Responsibilities include planning, implementing, coordinating and enforcing a comprehensive plan to reduce or eliminate occupational injuries, illnesses, deaths, accidents and financial losses. Develops a City-wide safety policy and priorities. Reviews and evaluates City-wide safety training programs, and coordinates a City-wide safety committee. Directs the preparation of various reports related to exposure factors concerning occupational safety, risk or illnesses for information to the Director of General Services. Work is performed with considerable independence and is reviewed by the Director of General Services for demonstrated program effectiveness and the extent to which it achieves the objectives and goals of the City-wide safety program.

### Duties and Responsibilities

- Oversees the inspection, identification and appraisal of worksite conditions which could produce accidents, injuries and/or financial loss.
- Monitors the activity of City employees, identifies safety and health hazards and corrects unsafe working conditions via the appropriate departmental supervision.
- Recommends implementation of engineering controls upon operations or within City equipment that will eliminate or reduce the severity of injuries or illnesses to employees.
- Conducts or directs research studies to identify hazards and evaluates loss producing potential of a given system.
- Directs the preparation and presentation of employee safety and health training modules consistent with the sound psychology of positive behavioral change.
- Coordinates safety activities of employing units or agencies to ensure implementation and enforcement of safety activities throughout the organization.
- Maintains liaison with outside organizations, such as mutual aid societies, Red Cross, hospitals, National Safety Council, etc., to assure information exchange and mutual assistance.
- Devises methods to evaluate safety programs and conducts or directs evaluations.
- Monitors and evaluates City-wide accident/illness, sick-with-pay and injury-with-pay reports.
- Compiles or coordinates all appropriate local, state or federal OSHA-type incident reports and annual summaries.
- Coordinates safety training programs throughout the organization.
- Keeps abreast of professional and technology developments.

**Duties and Responsibilities (continued)**

- Investigates accidents and makes on-site inspections to determine whether work should stop or continue.
- Participates in programs of related professional organizations to update knowledge of safety program developments.
- Evaluates technical and scientific publications concerned with safety and health management.
- Performs related duties as required.

**Technical Skills**

Thorough knowledge of:

Current occupational safety and health procedures and programs.

Health effects, routes of entry, and modes of action of chemical and biological contaminants.

Data base management principles and procedures.

Federal, State, and local statutes concerning safety and health management.

Various processes and facilities to identify and evaluate existing and potential safety and health hazards.

Sampling and analytical methods.

Principles of supervision and management.

Budget practices and principles.

Psychology and physiology of occupational safety and health.

Ability to:

Evaluate and prescribe methods for controlling or eliminating occupational health and safety hazards.

Evaluate worksite conditions for safety hazards.

Communicate needed actions and activities to management and the workforce.

Develop protocols for industrial hygiene studies, including consideration of statistical design.

Develop and manage safety and industrial hygiene programs which eliminate or reduce exposure to hazardous materials and/or unsafe work environments.

Anticipate and evaluate trends influencing occupational hygiene.

Identify and recommend effective engineering controls over adverse workplace exposures to operational management.

Communicate effectively orally and in writing.

Operate an agency on a self-sufficient basis.

**Education and Experience**

High School graduation and eight (8) years professional experience in safety, health, or environmental work.

OR

Accredited associate degree and six (6) years of professional experience in safety, health, or environmental work.

OR

Accredited bachelor's degree and four (4) 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**

- Must possess a valid State –issued driver license in accordance with the City of KCMO policies.
- Will be required to pass a preemployment drug screen.

**Supervisory Responsibility**

Supervision is exercised over a staff of professional, technical and clerical personnel.

**Supervision Received**

Work is performed under general professional direction.

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**

11/06

**Revised**

10/07, 1/08, 08/08, 8/2022 , 01/2024, 02/2024