Position Title: Safety & Training Officer
Pay Grade: PRO.PB4
Department: As Assigned
Bargaining Unit: PRO
Employment Status: Full-time or Part-time
FLSA Status: Exempt
Revised Dates: 1/17; 4/16, 12/14, 7/87
W/C Code: 8810
Established Date: 7/78
EEO Category: Professionals
Supervisory Work: Not Applicable
EEO Code/Name: 0209 Personnel Specialist

Job Overview Summary:
This is responsible technical and professional instructional work involving planning, developing, organizing and/or conducting safety and training programs for municipal or specialized equipment and/or applications. Work involves responsibility for the development, presentation and evaluation of safety and in-service training programs/applications on a municipal level and for assisting departmental safety and training personnel, as required, in the development, application and evaluation of training programs to suit the department’s individual safety and training needs. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is reviewed through observation, conferences, evaluation of reports and analysis of plans and program results.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:
- Plans, develops, prepares and conducts safety, training, team-building, employee development, and/or employee orientation programs.
- Conducts detailed investigations of and coordinates all incident, injury, damage, and accident reports dealing with property damage claims and liability for assigned departments.
- Coordinates new employee orientation program; develops, distributes and maintains new employee orientation records; provides outline to supervisory staff for introductory training purposes; collects employee's signed acknowledgements following completion of orientation programs.
- Conducts safety audit inspections of various City operations, departments, and functions, as assigned.
- Provides support via facility inspections and emergency equipment operation and inventory; provides personal protective equipment as needed; issues safety recommendations based on inspection, supervisor/employee request, or observation.
- Coordinates special projects and programs, as assigned.
- Plans, prepares and conducts medical, health and immunization program for assigned department; schedules immunizations; maintains records and documentation.
- Maintains comprehensive records and prepares correspondence and reports related to training activities; reviews reports and conducts data collection to assess injury trends.
- Writes and updates safety policies and procedures.
- Prepares safety, training and personnel orientation aids, handbooks, manuals, course outlines and other employee development materials.
- Identifies, recommends and assists in selecting the most effective and appropriate training programs; provides leadership to course instruction and on the job training as acquired; evaluates the results of programs.
- Reviews potential assistance from outside subject matter specialists and new developments in audiovisual training aids; assesses and recommends selection of such services and equipment when determined feasible.
- Performs related work as assigned.
Minimum Qualifications:
Graduation from an accredited four-year college or university is preferable with major course work in education, personnel, business, public administration, communications or a related field; or, a combination of vocational, progressive experience and education may be considered by the department. Considerable experience in the organizational and instructional phases of employee development, safety, and training programs along with the use of specialized tools and equipment utilized in the assigned department.

Knowledge and Skills:
- Ability to develop and implement specialized training programs including the maintenance and administration of video facilities and equipment for safety and training use.
- Knowledge of various department activities and equipment and material utilized in order to determine safety and training needs and the most suitable training techniques, courses and materials to meet program objectives.
- Thorough knowledge of methods and techniques of employee training and development and principles of course development.
- Considerable knowledge in video/media production procedures and practices.
- Some knowledge of various operational phases of City departments and divisions and equipment and materials used.
- Some knowledge of administrative and personnel management principles and practices.
- Ability to design, organize and conduct safety and training programs to meet employee development needs and effectively evaluate program results.
- Ability to develop and present visual aids and other instructional materials on a variety of subjects to meet specific training needs.
- Ability to establish and maintain effective working relationships with employees, outside vendors, other departments, and the public, as necessitated by the work.
- Ability to communicate clearly and concisely, orally and in writing.

Required Responsibilities:
Successful demonstration of cultural competence, work standards, quality work product, productivity, and job knowledge are standard expectations for all city staff and employees.

Core Competencies:
- Adaptability/Flexibility
- Analysis
- Collaboration
- Communication
- Continuous Learning/Prof Dev.
- Initiative
- Planning & Organization
- Safety Awareness

Necessary Special Requirements:
May be required to possess and maintain a valid State of Florida Driver’s License at the discretion of management. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained. Depending upon area of assignment, may be required to possess and maintain a valid OSHA Forklift Certification.