

SAFETY AND TRAINING OFFICER

Summary

This is professional, responsible work involving the development and administration of a safety program for the purpose of reducing injuries and controlling costs associated with work related accidents involving employees. The incumbent will promulgate safety rules and regulations and ensure compliance with same. The incumbent will inspect work situations and make recommendations for safe operations. The incumbent will provide safe driving training and other types of safety training to county employees. General supervision will be received from the County Administrator.

Examples of Basic Tasks and Duties

The following examples are intended only as illustrations of the various types of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual department.

Develop safety rules and regulations for all county operations.

Conduct employee safety training for all departments.

Conduct safe driving seminars for county employees operating vehicles and machinery.

Test and certify employees on use of various vehicles and equipment.

Assist in implementing disciplinary measures for violations of safety rules.

Advise all management personnel of new and existing laws governing safety of county governments.

Inspecting all work sites for identification of hazardous conditions.

Minimum Qualifications

A Bachelor's Degree from an accredited four year college or university in a related field and four (4) years of related experience

or

A high school diploma, or GED, and eight (8) years of related experience.

and

Possession of a valid Mississippi driver's license.