City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Safety Development Manager</th>
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<td>Job Code:</td>
<td>PWES</td>
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<td>Pay Grade:</td>
<td>NU22</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>3/18/2022</td>
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**General Summary:** This position supervises development and implementation of Occupational Health and Safety programs within the Public Works Department to promote the well-being of employees, create a culture of safety, and comply with industry standards. Coordinates, manages and monitors the progress of Health and Safety initiatives and programs to mitigate and resolve safety and ergonomic related concerns.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Manages the development, implementation, and monitoring of proactive safety, injury prevention, and ergonomics programs; Performs assessments, work area and job task evaluations, and recommends appropriate engineering and process modifications to prevent illness or injury.
- Develops and maintains approved safety manuals; Reviews and updates departmental safety policies, site specific plans, and specialized training programs.
- Provides education and staff training for key safety programs, and applies creative solutions to keep safety awareness and compliance a high priority in all Public Works Divisions.
- Conducts investigation of reported incidents, to include root cause analysis, propose hazard mitigation improvements, and recommended action plan; Develop Audit Programs and conduct site audits and inspections; Conduct job hazard analysis; Defines problems, collect data, establish facts, and draw valid conclusions; Collect and analyze safety metrics to identify trends for continuous improvement and corrective measures.
- Maintains incident and safety compliance records, manages departmental workman’s compensation tracking, and coordinates with City Risk Management contacts.
- Performs process and procedure reviews and report on safety performance and drive strategic planning for incident prevention.
- Identifies and follows applicable OSHA safety standards.
- Maintains knowledge of safety practices, and general regulations related to operations within Public Works; Researches and interprets Federal, State and local regulations as they apply to Health and Safety concerns; Determine operational impacts and integrate processes to effectively manage applicable requirements.
- Understands and translates abstract and concrete variables across a range of communication styles; Interprets a variety of technical instructions and communicates technical information in an easily understood format.
- Serves as a subject matter expert on OSHA guidelines, ANSI and ISO standard, DOT operations, and HIPAA compliance.
Qualifications:

**Education and/or Experience:**

Bachelor’s degree from a four-year accredited college or university in health science, safety or industrial engineering, or similar technical discipline; Minimum of five years of Health and Safety related experience and direct personnel supervision experience, and/or a combination of education and experience that is deemed acceptable to the hiring authority.

**Certificates, Licenses, Registrations:**

CPR/First Aid Certification, OSHA 30-hour Safety Training and CSP (Certified Safety Professional) is preferred, but not required. Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of radiation. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.