



CLASS TITLE | DEPARTMENT OF CITY EXPERIENCE SAFETY AND TRAINING SPECIALIST

PAY GRADE: AT-32| www.cityoftulsa.org/pay

Class Code: 3609

Effective Date: 08/09/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision of department management, and in coordination with Human Resources Risk Management-Safety Section, this position is responsible for providing functional support to management in administering and implementing the Department of City Experience (DCE) Department's safety program; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Inspects jobsites and work locations for safety compliance and documents, analyzes, and communicates findings as applicable
- Coordinates with Risk Management-Safety Section to plan, develop, implement and review safety programs
- Plans, develops and conducts safety training across the department in alignment with City-wide goals
- Attends 905B reviews and provides recommendations as needed
- Coordinates with Risk Management-Safety Section to develop and maintain tracking system for corrective and mitigative actions associated with 905A and 905B Injury Investigation Report reviews
- Audits safety files and records for program compliance
- Participates in the DCE Department Employee Safety Committee
- Provides Safety communication across the department in collaboration with Risk Management-Safety Section
- Reviews department safety data and provides input to management regarding the development of benchmarks and appropriate key performance indicators
- Manages specialized safety requirements and programs for the departments to ensure compliance and consistency
- Develops and constructs training manuals, materials, and aids ensuring that the material accomplishes the stated learning/organizational objectives
- Creates and maintains training schedules for departmental employees and ensures compliance
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and,**
- (b) Six (6) years' experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Considerable knowledge of the principles, practices and procedures of a safety and health investigation
- Occupational Safety & Health Administration (OSHA), National Fire Protection Association (NFPA), Oklahoma Department of Environmental Quality and other relevant regulations and laws
- Modern principles and practices of safety and health methods and procedures
- Work methods used throughout the department, including, but not limited to ordinances, construction site safety, office safety, environmental exposure safety, public safety, and animal husbandry and handling
- Training principles and techniques
- Adult learning principles and techniques for training purposes
- Course design and training plan management



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Ability to:

- Translate job requirements into trainings that will develop and motivate employees
- Identify training needs by evaluating employee's strengths and weaknesses
- Build annual training program and prepare training plans to ensure compliance with departmental and applicable local, state, and federal laws
- Monitor training to ensure quality and accuracy of information
- Periodically evaluate ongoing programs to ensure that they reflect any changes
- Design, develop, conduct and facilitate training workshops
- Perform office and administrative tasks necessary to conduct training programs and maintain accurate training records
- Perform research and analysis regarding employee training program effectiveness
- Organize, develop and present effective video and audio-visual training programs
- Present ideas clearly and concisely both verbally and in writing
- Utilize the highest level of interpersonal skill in order to develop and motivate people at any level within or outside the organization
- Plan, coordinate and implement successful safety programs
- Develop, review and implement effective safety policies
- Inspect identify and recommend corrections for safety hazards according to standards
- Coach and positively influence behavior of others in the organization and customers
- Analyze large amounts of data and determine root cause analyses

Skill in:

- Audio-visual equipment operations
- Instructing and clarifying information for dissemination across a diverse employee base comprised of professional, semi-professional, office staff, and employees engaging in manual labor

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling, and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; may be subject to standing, walking, sitting, reaching, climbing, bending, and handling; occasional kneeling, bending and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license

WORKING ENVIRONMENT: Working environment is both outdoors and indoors in an office and/or classroom setting; and requires traveling to various City locations to conduct training sessions, inspections, or investigations.

EEO Code: N-07

Group: Clerical and Administrative

Series: General Administrative