GENERAL SUMMARY
The Safety Officer is responsible for the County’s life safety and property safety programs and related risk mitigation strategies. Under the Direction of the Risk Manager the Safety Officer is responsible for ensuring and promoting a safe environment for employees and customers.

SERIES CONCEPT
This is a single incumbent classification.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Develop strategic county wide safety programs.
- Plan, direct and implement training and safety activities. Analyze the effectiveness and make recommendations for changes. Manage all safety related compliance functions.
- Create and maintain policies and procedures to ensure the County’s continued compliance with state and federal laws.
- Develop inspection guidelines and safety/personal protective equipment usage limitations; develop criteria and/or outlines for training procedures and programs.
- Provide advise and technical assistance for accident prevention and safety programs.
- Establish and maintain a training library, review existing training manuals; recommend changes; rewrite, revise and/or develop new training or safety materials per County policy, Labor and Industries regulations (WISHA), OSHA, and Department of Ecology and MUTCD guidelines as necessary.
- Establish training database, coordinate, maintain and monitor all training and certifications.
- Serve as liaison and support the investigation of first- and third-party claims, damage to Pierce County property, on the job injury accidents and on-site inspections of workplace and equipment.
- Conduct industrial accidents and incidents investigations; prepare written analysis; maintain comprehensive records, files, and reports.
- Facilitate the County Safety Committee, Accident Review Committee and Board meetings.
- Conduct on-site inspections of work sites for compliance with required procedures.
- Prepare correspondence and written reports; create presentations utilizing graphs, charts, and spreadsheets.
- Evaluate and recommend purchase of necessary protective equipment, clothing, and first aid materials.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
Establish and maintain effective working relationships with County officials, employees, and the public.

**Other Job Functions**
- May supervise and train lower-level staff.
- Perform other job functions as assigned.

**MINIMUM QUALIFICATIONS**

**Education and Experience**
Bachelor’s degree in Occupational Safety and Health, safety engineering, or related field; and, 5 years of progressively responsible experience in occupational safety and health. Additional education and experience that clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

**Licenses or Certifications**
*One of the following certifications (or equivalent) are required.*
- Certified Safety Professional (American Society of Safety Professionals)
- Certified Safety and Health Manager (Institute of Safety & Health Management)
- Certified Safety and Health Manager (Institute of Hazard Material Management)

**OTHER JOB REQUIREMENTS**
Must meet travel requirements and authorize and complete a background check prior to employment.

**PREFERRED QUALIFICATIONS**
Previous public sector experience. Certification as a Washington State Industrial First Aid/CPR/AED instructor.

**SUPERVISION**
Work is performed with considerable latitude for independent judgement. The Safety Officer may supervise and train lower-level staff.

**COMPETENCIES**

**Knowledge of:**
- Safety principals, practices, and techniques.
- Accident investigation and analysis techniques.
- Methods and techniques of developing and conducting effective educational or training presentations.
- Computerized database, spreadsheet, graphics, and word processing applications.
- Federal, state, and local safety laws, rules and regulations, safety devices, and protective equipment.

**Skill in:**
- Working with a variety of individuals from diverse backgrounds.
- Project and program management, development, and implementation.
- Demonstrating a high degree of discretion working with sensitive and confidential information.
Ability to:
- Establish and maintain effective working relationships with employees, departments, the public and other governmental agencies.
- Communicate clearly and respectfully with all levels of county government, employees, and the public.
- Demonstrate the proper use and operation of related office and safety equipment.
- Examine and evaluate data presented in a variety of formats, and to recognize unusual circumstances affecting such data.
- Review written and oral information to determine operational effectiveness and make logical recommendations for improvements.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures 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.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Occasionally</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Occasionally</td>
</tr>
</tbody>
</table>

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.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to attend meetings and perform inspections and investigations away from the regular work site is required. The lifting requirements include the ability to lift or carry supplies and materials weighing up to 20 pounds.