

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1393

TITLE: SAFETY MANAGER

GRADE: S-27

DEFINITION:

Under general supervision, monitors, analyzes, investigates, and develops programs to prevent personal injuries and vehicle accidents. Assures County compliance with safety laws, codes, standards and regulations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions in this class report to the Risk Manager.

ILLUSTRATIVE DUTIES:

Monitors, analyzes and develops safety/loss control programs to prevent personal injuries and vehicle accidents;

Conducts inspections of County work areas, work procedures, equipment and materials to ensure compliance with various Virginia Occupational Safety and Health (VOSH), American National Standards Institute (ANSI) and National Fire Protection Association (NFPA) standards and identifies deficiencies and recommends corrective action;

Investigates incidents resulting in financial or potential financial losses to the County and makes recommendations to reduce or eliminate the possibility of a reoccurring event;

Promotes and educates County staff to safety and health related issues, including the financial impact that losses have on County operations;

Works with purchasing officials to incorporate safety requirements in purchasing and contracting specifications;

Establishes cooperative relationships with federal and state safety officials;

Conducts and coordinates safety, health, and loss control training programs for County personnel.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and techniques of employee safety and loss prevention and VOSH and other related regulatory standards and laws;

Knowledge of accident investigative and review techniques;

Ability to collect, analyze and interpret statistical data;

Ability to develop and conduct safety related training;

Ability to conduct safety and health audits and inspections;

Ability to prepare clear and concise written reports for management;

Ability to communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with major coursework in industrial engineering, safety management, loss prevention or closely related field; PLUS

Four years of increasingly responsible comprehensive safety programs experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

ESTABLISHED: November 16, 1992