

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

Safety Coordinator II

3. Working Title (if any):

Safety Coordinator II

4. Name & Class of First-Line Supervisor:

Eric Veum, City Risk Manager

Work Phone: 266-5965

5. Department, Division & Section:

Finance Department

6. Work Address:

210 Martin Luther King, Jr, Blvd., Madison, WI

7. Hours/Week: 38.75

Start time: 7:00 am      End time: 3:30 pm

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

---

10. Position Summary:

This is professional work in the development and coordination of City occupational health and safety programs and activities, and day-to-day management of the City's workers' compensation program. The work involves providing consultation to departmental safety committees and managers in identifying and resolving health and safety problems, implementing related City programs, and coordinating the dissemination and sharing of information relative to occupational health and safety matters. The position will manage the day-to-day operations of the City's workers' compensation program, including fielding questions from employees, supervisors and outside agencies, work with the City's Workers' Compensation TPA, and administer the City's light duty program for workers' compensation. The position will also provide related technical assistance to the Risk Manager in the performance of accident and/or risk investigations and the development of loss reduction policies. Under the general supervision of the Risk Manager, the employee must exercise judgment and discretion in meeting established objectives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 35% A. Inspections
    1. Conduct site and building loss prevention surveys, develop reports, recommendations and perform related follow-up.
    2. Conduct industrial hygiene surveys for specific hazards (such as noise levels or toxic materials) in the work environment.
    3. Conduct periodic inspections of City field operations.
    4. Conduct office ergonomic inspections and make recommendations for corrective action and potential equipment purchases.
  
  - 20% B. Safety Programs/Committees
    1. Work with department/division managers to establish and/or support safety committees.
    2. Serve as the clearinghouse and technical expert on applicable Federal, State, and local health and safety laws, rules, and regulations; communicate information to departments as needed, and coordinate associated compliance and reporting activities.
    3. Receive and respond to employee complaints, questions, and concerns relative to occupational health and safety matters.
    4. Prepare necessary communications to managers, employees, safety committees, etc. to provide information on safety and health issues.
    5. Develop and/or conduct training relative to safety procedures and hazard communications.
    6. Facilitate and coordinate the implementation of City-wide safety goals, rules, and/or programs.
    7. Provide technical assistance on the development of safety procedures, the drafting of safety manuals and work rules.
  
  - 30% C. Workers' Compensation
    1. Act as primary City workers' compensation contact for employees, supervisors, departments and TPA.
    2. Conduct, coordinate, and assist in the investigation of accidents and/or injuries.
    3. Assist with claims follow-up and identification of corrective action(s).
    4. Oversee and manage claim filing process between City departments and TPA.
    5. Provide training as requested by supervisors/departments.
    6. Participate in settlement discussions, mediations, and hearings pertaining to worker's compensation claims.
  
  - 5% D. Light Duty – Workers' Compensation
    1. Work with City departments to determine potential light duty assignments.
    2. Coordinate placement of employees with supervisors and Work Comp TPA.
    3. Track light duty restrictions and job requirements.
    4. Explain program to employee and light duty supervisor.
  
  - 10% E. Administration
    1. Serve as a backup liaison to the Risk Manager for WMMIC representation.
    2. Serve as a technical resource relative to the purchase of safety equipment.
    3. Develop and run loss runs for City departments.
    4. Manage the City's safety shoe and prescription safety glasses programs in conjunction with City departments.
    5. Manage OSHA logs, SARA reporting, injury reporting, workers' compensation self-insurance filings, etc.
    6. Manage the City's Safety Data Sheet (SDS) tracking system.
    7. Other duties as required or assigned.

12. Primary knowledge, skills and abilities required:

Working knowledge of occupational health and safety principles, practices, equipment, and resources. Working knowledge of Federal and State laws, codes, rules, and regulations relating to the safety and health of municipal employees. Working knowledge of hazard survey techniques. Working knowledge of,

and ability to use computer software applicable to the duties of the position. Ability to operate related testing equipment. Ability to identify unsafe working conditions, operating practices, or safety training needs and to develop effective recommendations and strategies for their resolution. Ability to establish effective working relationships with co-workers, other department staff, and the public. Ability to communicate effectively both orally and in writing. Ability to create reports and analyze data regarding safety statistics and other related information. Ability to recommend purchases of safety related equipment. Ability to conduct research into safety-related matters in order to develop effective recommendations. Ability to support recommendations with appropriate data. Ability to develop effective workplace safety policies and procedures. Physical strength, ability and acuity necessary to conduct safety inspections. Ability to maintain adequate attendance.

Two years of responsible occupational health and safety experience, which includes significant involvement in safety program development, implementation, and monitoring; and hazard identification and resolution. Such experience will normally have been gained after graduation from an accredited college or university with a Bachelor's Degree in Occupational Safety or a closely related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of the position will also be considered.

---

13. Special tools and equipment required:

Ability to operate vacuum pump, noise meter, other safety related equipment, copier, calculator, computer and fax machine.

14. Required licenses and/or registration:

Ability to meet transportation requirements of job.

15. Physical requirements:

The incumbent will be expected to physically visit worksites throughout the City in order to conduct safety studies. This may involve walking over various terrain, including hilly, muddy, and snowy terrain. Work may be performed in all weather conditions and may involve dangerous chemicals, heavy machinery, and other hazardous conditions. The incumbent must possess the physical strength to conduct safety studies. Incumbent will be expected to travel to other City departments.

16. Supervision received (level and type):

Work is performed under the general supervision of the Risk Manager.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

---

EMPLOYEE

---

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

---

SUPERVISOR

---

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Rm 261, MMB or by calling 266-4615.