

Safety Officer

Type: Full Time

Salary/Pay Rate: \$7,396 - \$8,986 (Salary includes a net 8% PERS contribution paid for the employee by the City)

Posted Date: 11/29/2010

Deadline to Apply: 12/10/2010

SAFETY OFFICER

Expedited

LAST DATE TO APPLY: FRIDAY, DECEMBER 10, 2010

Resumes will not be accepted in lieu of a City of Burbank application. Applications must be completed, signed and in the City of Burbank's Human Resources Office no later than 5 p.m., on the last date to apply. Postmark dates are not acceptable.

SALARY: \$7,396 - \$8,986 (Salary includes a net 8% PERS contribution paid for the employee by the City)

DEFINITION OF THE POSITION:

Under direction, to plan, organize, coordinate, and implement a comprehensive safety and training program for all City departments; and to do related work as required.

ESSENTIAL FUNCTIONS OF THE POSITION:

Plans, organizes, and evaluates interdepartmental and departmental safety and training programs, including supervisory, management, and special skills training; formulates and recommends objectives, policies and procedures regarding training; consults with departmental administrative personnel in order to determine the nature and effectiveness of current safety programs; coordinates safety and training lectures, seminars, and workshops; coordinates safety with other elements of the personnel management program; recommends policies and procedures in the areas of industrial injuries, accident prevention, and medical screening; conducts safety training meetings; consults and advises departmental safety committees and supervisors to improve the effectiveness of safety organization and practices; chairs the City Safety Coordinators' Committee; reviews legislation which affects safety and medical standards, and makes appropriate recommendations; drives on City business.

MINIMUM QUALIFICATIONS FOR THE POSITION:

EDUCATION/TRAINING: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from college preferred and five years of progressively

responsible full-time paid experience in safety inspection and safety program administration, two years of which shall have been in a supervisory capacity. NOTE: Additional qualifying experience at the supervisory level may be substituted for the required education on a year-for-year basis for a maximum of two years.

LICENSE & CERTIFICATES: A valid California Class "C" driver's license or equivalent at time of appointment.

EMPLOYMENT STANDARDS: Knowledge of the principles and methods of safety and training; supervisory and management functions, techniques, and problems; work hazards, their elimination, safety education and accident prevention; the State of California's Hazard Communication System; hazardous materials and spills management; incident command system; functions and operations of a full-service city. Ability to plan, organize, direct and coordinate complex and varied training and safety programs; determine safety and training needs and evaluate training programs; analyze occupational hazards and to formulate positive accident prevention programs; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

THE COMPETITION FOR THE POSITION:

Applications will be reviewed. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. Any part of the examination process may be qualifying only.

THE SELECTION PROCEDURE MAY REQUIRE ANY COMBINATION OF THE FOLLOWING: A WRITTEN EXAMINATION, A PERFORMANCE EVALUATION, OR AN ORAL INTERVIEW. IF YOU HAVE A DISABILITY WHICH MAY REQUIRE AN ACCOMMODATION IN ANY OF THESE SELECTION PROCEDURES, PLEASE NOTIFY THE HUMAN RESOURCES DIVISION IN WRITING BY THE LAST DATE TO APPLY ON THIS BULLETIN.

We offer a starting salary of \$7,396 to \$8,986 per month plus superb benefits including City-contributed retirement plan, cafeteria-style health benefits, and tuition reimbursement. Resumes will not be accepted in lieu of a City of Burbank application. Please apply online at <https://recruitment.ci.burbank.ca.us/jobs>, or to obtain an application, please visit Human Resources, or call our 24-hour Jobline at 818-238-5000. Completed application must be returned NO LATER THAN Friday, December 10, 2010 to Human Resources, City of Burbank, 301 E. Olive Avenue, Suite 101, Burbank, CA 91502. The City of Burbank is an Equal Opportunity Employer.

JOB CODE: 100735M1
2010

ISSUED: November 29,