
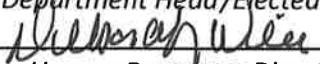


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Safety/Loss Control & Training Specialist		PAY GRADE: C41
DEPARTMENT: Risk Management	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Risk Manager	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
APPROVED: 		<u>June 7, 2019</u>
<i>Department Head/Elected Official</i>		<i>Date</i>
		<u>June 7, 2019</u>
<i>Human Resources Director</i>		<i>Date</i>

I. PURPOSE SUMMARY. Under the direction of the Risk Manager, this position performs paraprofessional loss control and safety functions to include overseeing or conducting accident investigations for safety recommendations, training and training coordination on safety and OSHA compliance and conducting periodic safety and loss control inspections. Performs administrative duties involving the maintenance of training files. May cross train to assist others with the processing and tracking of claims against County departments.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1. Safety, Occupational Health, and Loss Control.
 - a. Performs periodic safety and loss control inspections including ergonomic workstation evaluations and follows up on resulting recommendations.
 - b. Coordinates and tracks the Hepatitis B Vaccination program; Hearing Conservation and Respiratory Protection Program; and the Detention Center annual Tuberculosis Surveillance and Testing process.
 - c. Serves on the Detention Center Infection Control Committee.
 - d. Serves as a liaison for insurance providers and other entities during outside agency safety and health inspections.
 - e. Serves as a resource to other departments on matters of safety and loss control.

2. Safety and Security.
 - a. Serves as point of contact with security guard services.
 - b. Develops security post orders which guide security guards.
 - c. Trains security guards on County procedures and responding to County emergencies.
 - d. Responds to fire alarms, bomb threats, suspicious packages, employee injuries, County vehicle accidents and other emergencies.
 - e. Monitors security cameras and the security camera system.
 - f. Makes recommendations for safe work practices to employees, volunteers, supervisors.

3. Training.
 - a. Develops, implements, administers and manages the County's Risk Awareness Program (RAP).
 - b. Develops, implements, and periodically reviews safety, health, and risk control standard operating procedures (SOPs).
 - c. Develops training curriculum.
 - d. Assists in narration and production of training videos.
 - e. Conducts training on safety, occupational health, and risk control.
 - f. Administers the County's National Safety Council Defensive Driving Program or equivalent.
 - g. Maintains records on trainings and promotes safety training.

4. Accident investigations.
 - a. Coordinates or oversees the supervisor investigation of accidents involving employee injuries and provides follow-up on recommendations to prevent future accidents.
 - b. Serves as a liaison for insurance providers and other entities during outside agency safety and health inspections.
 - c. Collects and analyzes data on accident and incident trends and provides written and oral reports as needed.

5. Risk Management Administration.
 - a. Provides administrative assistance on worker's compensation costs and trends.
 - b. Develops, monitors, and evaluates vendor contracts for safety, health, security, and occupational health programs and maintains budget for each.
 - c. Provides administrative assistance to the Safety and Loss Control Committee.
 - d. Provides administrative assistance on making payments for the department and developing and submitting budgets.
 - e. Conducts limited claim investigations to determine compensability of certain claims.
 - f. Abides by all department and County policies and procedures.

III. ADDITIONAL DUTIES. Other duties may be assigned.

IV. QUALIFICATIONS.

A. Education. Bachelor's degree in a related field.

B. Experience. Three (3) years experience in safety and loss control related to job duties. Experience conducting training preferred. Bilingual (English/Spanish) preferred.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Must have and maintain a valid driver's license and maintain a satisfactory driving record. Certified Safety Professional (CSP) preferred.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: principles, practices and techniques of risk management, loss control and prevention, risk analysis, occupational and environmental safety and health hazards, safety practices and procedures, and accident investigation; the Federal Occupational Health and Safety Administration (OSHA); New Mexico Environment Department (NMED); New Mexico State

Occupational Health and Safety Bureau (OHSB); New Mexico Worker's Compensation Administration; Personal Protective Equipment (PPE), and other safety equipment, and safety standards.

Skill in: applying basic theories and principles of negligence and legal liability and understand and apply basic principles of property insurance adjusting; conducting training needs analysis and determining training objectives; training principles, training methods, and techniques used in current training field practices; using training management software; analyzing risk management, safety, and security concerns; researching, investigating, and interpreting laws, regulations, multifaceted variables, evaluating alternatives; and making decisions based on findings.

Ability to: effectively communicate to individuals and groups, clearly and concisely, orally and in writing; establish and maintain effective and cordial working relationships; keep accurate and complete records; follow State records management retention schedule; operate personal computer and use desk-top publishing software to prepare varied brochures, reports, and publications; use word processing and spreadsheet software; handle sensitive and confidential matters professionally; and maintain effective and cooperative working relationships.

2. FREEDOM TO ACT.

The position receives assignments in terms of broadly defined missions or functions. The position independently plans, designs and carries out programs, projects, studies and other work. Work products are considered technically authoritative and generally accepted without significant change. The position plans new projects with consideration of availability of funds and resources, and broad program goals and priorities.

3. GUIDELINES AND JUDGMENT.

Guidelines are provided in broad policy statements and legislation that require extensive interpretation. The position must use judgment in interpreting the intent of the guides, and in developing application to specific areas of work. The position is recognized as a technical authority in developing and interpreting guidelines.

4. PHYSICAL DEMANDS.

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, kneeling, crouching, crawling, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. The employee will occasionally lift and move up to 45 pounds.

5. WORK ENVIRONMENT.

Most duties are performed indoors in an office setting. Some of the field work occasionally involves high risks with exposure to potentially dangerous situations; e.g., working at great heights under extreme outdoor weather conditions; subject to possible physical attack or mob conditions; or similar situations where conditions cannot be controlled; work in heat, cold, dampness, confined space, noise or vibration; bad atmospheric conditions such as fumes, odors, dusts, mists, gases or stagnant air.

6. SUPERVISORY RESPONSIBILITY.

No supervision is exercised. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*