



Class Code: 2675

CLASS TITLE | DEPARTMENT SAFETY SPECIALIST

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Effective Date: 02/05/2025

PURPOSE OF THE CLASSIFICATION: Under general supervision of department management, in coordination and collaboration with the Human Resources Risk Management-Safety section; this position is responsible for providing functional support to management in administering and implementing the department's safety program, assisting front line supervision with jobsite and facility inspections, preparing safety audits, analyzing safety data, developing safety improvement opportunities and recommendations, producing and providing safety training across the department; and other related duties as assigned.

ESSENTIAL TASKS:

- Performs inspections of facilities and worksites for safety compliance according to state and federal Occupational Safety & Health Administration (OSHA)/ Public Employees Occupational Safety & Health (PEOSH) regulations, City Ordinances, and safety policies and procedures
- Documents, analyzes, communicates findings, and tracks related corrective actions, as applicable
- Coordinates with department and Risk Management-Safety section to assist and support in the development, and implementation of safety programs and initiatives within the department
- Collects, enters, organizes, and monitors safety program information, maintains appropriate records and files, and prepares program reports and statistical data
- Coordinates with department and Risk Management-Safety section to audit safety files and records for safety program compliance
- Coordinates with department and Risk Management-Safety section to plan, develop, and conduct department specific safety training, in alignment with City-wide goals
- Coordinates with department and Risk Management-Safety section to perform investigative analysis and provide corrective suggestions pertaining to injuries and collision
- Attends 905B injury investigations, provides input and guidance towards root cause analysis and injury prevention recommendations
- Coordinates with department and Risk Management-Safety section to develop and maintain tracking system for corrective and mitigative actions associated with 905A and 905B Injury Investigation Report reviews
- Participates in departmental safety committee, as directed by department
- Reviews department safety data and provides input to management regarding the development of benchmarks and appropriate key performance indicators
- Reviews vehicle collisions, automated vehicle location system(s), and damage claims to identify improvement opportunities
- Coordinates with department and Risk Management-Safety section to provide safety communication across the department
- Performs limited additional department-specific and related duties providing administrative and/or technical support to overall department strategic goals in alignment with the safety and learning culture
- Reports on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of sixty (60) hours from an accredited college or university in industrial safety or a closely related field; **and**,
(b) Four (4) years of progressively responsible experience in a field relevant to the essential tasks listed in this job description;

OR,



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2. (a) Graduation from high school or possession of a General Education Development (GED) Certificate; **and**,
(b) Six (6) years of progressively responsible experience in a field relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Modern principles and practices of safety and health methods and procedures
- City of Tulsa Personnel Policy and Procedures Manual, Occupational Safety & Health Administration (OSHA), Public Employees Occupational Safety & Health (PEOSH), National Fire Protection Association (NFPA), Oklahoma Department of Environmental Quality (ODEQ), and other relevant regulations and laws
- Microsoft Office Suite
- Expertise in a variety of department-specific functions related to operations and safety practices, such as utilities and heavy equipment, depending on the department in which the position resides

Ability to:

- Plan, develop, review, coordinate and implement successful safety programs, training, and/or policies
- Perform office and administrative tasks necessary to conduct training programs and maintain accurate training records
- Coach, collaborate, and positively influence behavior of others in the organization and customers
- Collect, evaluate, and interpret data in statistical and narrative forms to determine root cause analysis, identify effective injury and collision reduction opportunities, and improve safety protocols
- Follow written and verbal instructions, prepare written and verbal reports and presentations, performing work and achieving results with considerable independence
- Perform basic to moderate computer functions associated with Microsoft word, excel spreadsheets and databases, adobe, SharePoint, forms, to create graphics, presentations, and reports

Skill in:

- Developing and maintaining positive and effective interpersonal relationships
- Planning, prioritizing, organizing, training, and persuading others
- Communicating effectively
- Collaboration and commitment to building relationships, to understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives
- Utilizing and operating of personal computer and associated programs and software, audio/visual equipment operations

Physical Requirements: Physical Requirements include arm and hand steadiness and finger dexterity enough to use office equipment; subject to sitting, standing, bending, reaching, walking; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license; **and**,
- b) OSHA thirty (30) hour Construction and General Industry Certification within one (1) year of date of hire; **and**,
- c) In some positions - must acquire a Class "A" Commercial Driver License (CDL) within one (1) year of hire date.



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WORKING ENVIRONMENT: Working environment is both indoors in an office setting and outdoors, requiring travel to various locations for inspections, audits, and training.

EEO Code: N-05

Group: Clerical and Administrative

Series: General Admirative