



CITY OF NEWPORT, OREGON SAFETY OFFICER

The City of Newport is seeking a reliable, experienced and professional individual to fill our Safety Officer position. Under the direction of the Human Resources Director, this position is responsible for the development, implementation and oversight of a comprehensive employee Safety program, Risk Management functions and related programs, practices and committees. Work areas include safety, accident prevention, accident investigation, safety training, equipment training, development of safety and training materials and programs, procedures analysis, trend analysis, and equipment modification studies; evaluating city practices to determine possible liability risks, claim trends and personal and property damage claims. The position interacts with departments in the process of designing programs to reduce health risks, exposure to losses, defines related policies, procedures and processes related to program responsibilities. This position collaborates with department heads across the city in formulating and implementing safety strategies to ensure a safety sensitive work environment.

This is a non-exempt, regular part-time (20 hours a week) position. The salary range is \$17.93/hour – \$23.61/hour. Placement in the salary range will be based on the skills, experience, training, and education of the person hired.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: An Associate's Degree in Public Safety, Risk/safety management or related field AND four years of progressively responsible risk or employee safety management experience.

KNOWLEDGE: Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation and the use of hand and power tools and equipment. Thorough understanding of federal, state and local safety rules and regulations; knowledge of federal and state OSHA requirements, including confined spaces, workplace safety plans, MSDS requirements, Bloodborne Pathogens Exposure, and lockout tag out procedures.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment. Strong communication skills, both verbal and written. Demonstrated skill in effectively leading and developing teams, Self-motivated with proven ability to work independently. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Strong reasoning, analysis, and problem solving skills combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with city management, employees, Council members, other entities, and the general public. Communicating clearly and effectively, both orally and in writing. Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches; operate hand/power tools used in public works operations. Ability to communicate effectively, both orally and in writing, with individual and groups. Ability to maintain the confidentiality of the position. Ability to create, plan and deliver appropriate safety and related trainings. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS/LICENSES:

Possession of a valid Oregon driver's license at time of hire.

DESIRABLE QUALIFICATIONS:

Attendance of specialized classes that relate to occupational health and safety.

Municipal government experience preferred.

PHYSICAL DEMANDS OF POSITION:

Requires vision (which may be corrected) to read small print. While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 60% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work locations are in indoor and outdoor environments. Outdoor work will occur where the employee may be exposed to environmental conditions and to varying and extreme weather conditions for unspecified periods of time and may be exposed to excessively loud noises from construction equipment, dust, and traffic. Employees in this position may risk harm from physical hazards such as mechanical and electrical equipment, exposure to hazardous gases, fumes, paint, and chemicals. Indoor work will be in a standard office environment.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. In addition to completing the application, applicants must attach the following documents to their profile in order to be considered for this position: A detailed cover letter describing how you meet the specific qualifications for this position and your interest in the position, and a current resume, detailing experience, and education. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to jobs@newportoregon.gov. **The position will be open until 5:00pm on December 4, 2017.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.