



Code: 0289

Family: Human Resources

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Personnel

CLASS TITLE: SAFETY ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under direction and functioning at the senior management level, manages and directs the occupational safety and health (OSH) functions for a large / infrastructure operating department, developing and implementing OSH programs to prevent and control health and safety hazards in the workplace and to promote a culture of safety and a safe working environment, and performs related duties as required

ESSENTIAL DUTIES

- Develops and implements safety and health programs with a focus on reducing work related injuries and illnesses, improving employee safety, and minimizing damage to city property
- Conducts risk assessments of jobs performed (job hazards/safety analysis) and customizes OSH programs to meet departmental needs, incorporating relevant OSHA standards and requirements, best practices, and departmental work standards and procedures
- Oversees staff of Safety Specialists performing OSH activities including safety inspections of construction, work and facility sites, safety training, and accident/injury investigations
- Coordinates the development of training programs and the provision of training in areas relating to safety work standards, proper operation of equipment, hazardous condition recognition and use safety equipment
- Provides technical expertise and guidance to management in understanding OSHA and EPA regulations and standards relating to worker and facility health and safety
- Represents department during OSHA regulatory inspections; reviews inspections results and responds appropriately to citations; coordinates the implementation of new or revised processes and procedures to ensure full compliance
- Ensures compliance with OSHA incident and accident reporting and recordkeeping and the preparation of the OSHA 300 Log
- Recommends strategies and new safety initiatives to improve safety performance and processes, and increase safety awareness
- Works with management in investigating serious injuries and analyzing injury and accident data; makes recommendations for corrective action plans to prevent recurrences
- Provides leadership role in investigating serious incident or accident investigations
- Analyzes incident and accident investigation data to identify causes and makes recommendations for prevention
- Develop effective safety and health communications using various multi-media methods
- Provides oversight in the administration of OSH related functions including return to work program, duty disability and drug and alcohol testing
- Coordinates efforts to prepare standard operating procedures for safety and train staff on same
- Prepares management reports assessing effectiveness of OSH programs and safety training programs
- Reviews contractors' safety plans to ensure contracted workers have been trained on safety practices and procedures

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Safety Management, Industrial Hygiene or a directly related field, plus five (5) years of work experience in safety management, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Safety Management, Industrial Hygiene or a directly related field, plus four (4) years of work experience in safety management

Licensure, Certification, or Other Qualifications

- Valid State of Illinois Driver's License is required
- Some positions may require OSHA Construction 10/30 Hour Training Certification
- Some positions may require professional certification as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or a Certified Construction Health and Safety Technician (CHST)

WORKING CONDITIONS

- General office environment
- Field work sites

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- Microsoft Office Suite, with emphasis on Excel and Power Point
- applicable safety and occupational health laws and regulations (e.g., OSHA)
- government regulations
- construction safety standards and processes

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making

- **ACTIVE ENGAGEMENT** - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **MONITORING** - Monitor and assess performance of one's self, other individuals, or organizations
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions
- **MANAGEMENT OF PERSONNEL RESOURCES** - Motivate, develop, and direct people as they work and identify the best people for the job
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **RECOGNIZE PROBLEMS** - Tell when something is wrong or is likely to go wrong
- **REASON TO SOLVE PROBLEMS** - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

Department of Human Resources
April, 2020; May, 2025