

RESOLUTION NO. 1595

A RESOLUTION ADDING THE WORKPLACE SAFETY MANAGER TO THE CLASSIFICATION PAY PLAN

RECITALS:

1. Chapter 2.48 of the Central Point Code authorizes and directs the City Council to adopt rules relating to personnel matters.
2. Policy #3.06.2 of the Personnel Policies and Procedures provides that the Council shall, by resolution, adjust the salaries and rates of compensation and benefits for all City officers and employees. The City Council deems it to be in the best interest of the City to make revisions thereto.

The City of Central Point resolves as follows:

The council to add the part-time Workplace Safety Manager to the Classification Pay Plan for bargaining unit and management employees, as attached, is hereby ratified and adopted.

Passed by the Council and signed by me in authentication of its passage this 22nd day of August, 2019.


Mayor Hank Williams

ATTEST:


City Recorder



Job Title: 003 – WORKPLACE SAFETY MANAGER

Department: Administration

Payroll Status: Part-Time, Management.

Band: Band D of the management, non-represented scale

Purpose: The Workplace Safety Manager works under the general direction of the Human Resources Director/Risk Manager to perform a wide variety of complex, professional work in the areas relating to safety and risk management and training.

Supervision Received: Receives direction and oversight from Human Resources Director. Independence of action is required in the general performance of duties.

Supervision Exercised: Generally, none. On occasion, may oversee the work of employees or interns.

Duties and Responsibilities: This list is an *example* of the tasks the employee may be expected to perform, but is not intended to be all inclusive.

General Duties

- Develop and oversee a comprehensive safety program for City staff. Assess current program and determine strategies and framework to effectively deliver organizational safety training and draft or revise policies and procedures for approval and implementation. Evaluate training activities and make adjustments as necessary and appropriate.
- Develop and write training plans, manuals, and other procedural information.
- Evaluates work procedures and processes and ensures that safe work practices are being followed by employees.
- Oversees the Hearing Conservation testing program.
- Design and develop cost effective training programs and alternative strategies including online training delivery to meet identified training needs of the organization.
- Provides timely and accurate information regarding safety programs.
- Recommends programs and techniques to improve the effectiveness of the City workplace safety program.
- Arrange for and/or conduct workplace safety and other training as appropriate using appropriate training methods.
- Serves as a principal trainer for the Public Work Department and may include confined spaces, lock-out tag-out, work zone traffic control, flagging and other related training.
- Assist the Risk Manager with development, revision, and implementation of Risk Management policies and procedures.
- Serve as management representative on the City's Safety Committee.
- Investigate all reports of workplace injuries or near issues.
- Maintain OR-OSHA compliance records and documentation.
- Carry out duties in accordance with state and federal laws and regulations; City of Central Point policies, mission, and core values; and risk management "best practices."
- Contributes to an overall productive and respectful work environment by providing excellent customer service and working in a positive, collegial manner at all times.
- Demonstrates regular, reliable and punctual attendance.
- Ability to accept direction and constructive criticism from supervisors and managers.
- Follow all safety rules and procedures for work areas.
- Perform other responsibilities and other duties as assigned.

Job Qualification Requirements (Knowledge, Skills & Abilities):

KNOWLEDGE: Knowledge of principles and techniques of training; organizational safety issues; risk management; public entity liability; and applicable Federal, State and local laws, rules and regulations pertaining to safety in local government operations.

ABILITIES: Ability to identify safety issues, investigate workplace injuries, analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals to improve operation, procedures, policies, or methods; plan and administer a city-wide safety program; provide relevant and meaningful training; maintain cooperative and effective working relationships with City staff, vendors, and governing bodies; develop effective procedures and actions necessary to fulfill requirements of safety compliance regulations; read and comprehend complex rules and laws; and communicate effectively, both orally and in writing. As needed, ability to work early morning hours to provide training to public works staff.

SKILLS: Requires excellent communication and presentation skills; computer skills sufficient to proficiently use word processing, spreadsheet, and presentation applications. Skill in the operation of office machines including photocopiers, projectors, calculators, telephone, fax, etc.

Minimum Required:

A typical way to gain such knowledge and abilities would be a Bachelor's degree in public administration, business, finance, management, human resources or related field and a minimum of five years of progressively responsible safety, safety training, policy writing, worker's compensation, or supervisor experience particularly in the construction, manufacturing, or public agency setting.

Preferred /Special Qualifications:

Degree or certification in occupational health and safety, risk management, safety, or training is desirable.

Any equivalent combination of education and experience likely to provide the required knowledge and abilities would be qualifying.

Physical Demand: Manual dexterity and coordination are required for more than half of the daily work period (about 50%-60%) which is spent either sitting while operating office equipment such as computers, keyboards, telephones, and other standard office equipment or driving to meeting locations. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. The position requires a degree of mobility and moving materials weighing up to 5 lbs. frequently, up to 25 lbs. occasionally, and up to 50 pounds rarely. This position requires both verbal and written communication abilities.

Work Environment: While performing the duties of this position, the employee is primarily working indoors in an office environment. The office setting does not expose the employee to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate. The field work (i.e. investigations and inspections) may include exposure to noise, nuisance, dust, noxious and toxic gases and vapors, inclement weather, traffic, and other related construction-type job hazards.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED SIGNATURES:

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

City Manager

Date

Human Resources Director

Date

Date 8/22/19

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