



## City of Georgetown JOB DESCRIPTION

Job Title: **Safety and Risk Coordinator**

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**SUMMARY:** Performs administrative work planning, organizing, and assisting in the development and evaluation of the occupational safety and health programs, workers' compensation, auto, and general liability insurance programs. Assists in the development of procedures and rules to implement in safety programs. Conducts safety training of new employees and existing staff, inspections of work areas and activities, and investigations of concerns and incidents

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serves as primary contact for all workers' compensation, property and liability claims and processing: files, tracks and coordinates adjustments claims with the City's insurer.
- Monitors and approves return to work and modified duty requests.
- Monitors progress of liability claims against the City and maintains communication with affected parties.
- Coordinates accident, injury and property investigations. References policy guidelines for recommendations to the manager for methods for the prevention of recurrence.
- Provides appropriate assistance to employees and supervisors on a variety of issues, many of which are sensitive and/or confidential. Conducts employee investigations as necessary and makes recommendations for any actions that need to be taken.
- Maintains and reviews a comprehensive safety and occupational health plan document.
- Maintains and assists in safety education, training, awareness and publicity programs.
- Reviews and maintains safety programs and procedures for the City of Georgetown. Coordinates the drug/alcohol testing program to include random and post-accident testing.
- Assists in conducting surveys, audits and inspections to ensure a safe environment and compliance with safety standards.
- Coordinates meetings with designated staff to review industry events and regulatory changes to ensure adequacy of safety and training programs and procedures, rules, and standards.
- Conducts, prepares, participates in and coordinates the safety committee, council and seminar meetings.
- Conducts surveys to determine the necessity and applicability of safety protective equipment and procedures.
- Maintains a safety technical library.
- Assists in the preparation and submission of information required by statute.
- Conducts routine safety training and researches new topics for safety presentations.
- Prepares correspondence, manuals, procedures and other written materials.
- Provides support in the development and publication of safety and risk metrics in accordance with the adopted business plan.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training and Experience Guidelines**

Associate's degree from an accredited institution in Occupational Safety and Health or a related discipline, three plus (3+) years of field experience **OR** Any combination of related experience or education to meet the minimum qualifications.

#### **Knowledge of:**

- Occupational safety and health program standards, rules and regulations.
- OSHA and other safety and health regulatory agencies.
- Federal, State, and Local laws and ordinances governing Occupational Safety.

- Safety policies and procedures.
- State of Texas Workers' Compensation laws.
- Risk Management, insurance, and loss control techniques.

**Skill in:**

- Strong customer service skills.
- Planning, developing, organizing, directing, controlling, and evaluating safety and risk programs.
- Using historical data to determine trends for the development of programs to improve negative trends.
- Presenting presentations and training.
- Communicating effectively, both orally and in writing.
- Reading and understanding technical manuals, business documents, policies and procedures, and system documentation.
- Using a computer and various software programs.
- Data analysis and problem solving.
- Writing clear, accurate, timely documentation.
- Writing clear, concise memos in non-technical terminology to brief managers/ supervisors.
- Performing mathematical calculations and making projections and forecasts.
- Exercising sound judgment in interpretations and decisions that have a moderate impact on City operations and costs.
- Analyzing complex situations and responding appropriately.
- Establishing and maintaining effective working relationships with peers, clients, citizens, and vendors.

**LICENSES AND CERTIFICATION REQUIREMENTS**

Valid Class "C" Texas driver's license required. Out-of-state license holders must have a valid license and provide a three (3) year driving history.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Standing, sitting, walking, lifting, carrying, pushing, pulling, reaching, handling, fine dexterity, crouching, bending, vision, hearing, talking, use of foot controls.  
Exposure to weather extremes.

**Hiring Range:** \$59,269.60 - \$74,256.00, annually.

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