

Class Concept

This is administrative and technical work in directing a safety and health program at an agency or institution of medium scope and complexity. Positions may also assist a Safety Director in managing a portion of a larger more complex safety program. Work is differentiated from the class of Safety Officer II based on the safety program having less diversity, scope and dynamics due to safety or health issues or problems. Positions in this class require some analysis to determine corrective action for safety problems and hazards.

Positions plan and administer an institution-wide program to establish and maintain a safe work and, as applicable, living environment for positions, students and/or residents through the identification and, correction of unsafe conditions, safety training and providing of consultative services to management on safety matters. Positions are responsible for enforcing and preparing reports as required for state and federal safety regulations.

In addition, positions investigate accidents to determine cause and take corrective action as needed. Positions are responsible for conducting safety training and awareness and may bring outside safety consultants for training as necessary. Positions call in specialists from the North Carolina Department of Labor or other Safety of Health specialists when necessary. Work is performed under administrative supervision and is reviewed through evaluation of the effectiveness of the overall program.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of safety rules, regulations, principles and practices.
- Ability to perform safety inspections of buildings, facilities and equipment to recognize unsafe conditions, hazards and safety violations.
- Ability to inspect and ensure fire detection equipment is working properly.
- Ability to develop and conduct safety training and communicate safety information.
- Ability to be able to spot safety trends through safety data and accident reports.
- Ability to organize and work with safety committees.
- Ability to plan and direct an agency wide or division wide safety program.

Minimum Education and Experience

Bachelor's degree with a major in safety management, occupational safety, industrial technology, or one of the physical sciences from an appropriately accredited institution and a minimum of one year of progressive occupational and safety and health experience; or an equivalent combination of education and experience.