



TRANSFER/PROMOTIONAL OPPORTUNITY **SAFETY SPECIALIST-SENIOR**

(Department of Public Works-Administrative Services)

This position assists in the management of the Department of Public Works' safety program.

ESSENTIAL FUNCTIONS:

- Analyze work-related and non-work related injuries and illnesses and coordinate return to work.
- Coordinate return to work using job analysis and case management techniques.
- Evaluate ADA accommodation requests and documentation and coordinate alternative placement opportunities.
- Plan, coordinate and conduct safety training sessions.
- Conduct safety inspections, evaluations and consultations related to worksites, equipment, vehicles, materials, facilities and procedures.
- Conduct accident site investigations.
- Monitor enforcement of safety rules and procedures.
- Develop and implement safety plans/programs.
- Serve in the capacity of a Sanitation Supervisor during snow and ice emergency operations

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

- Current status and at least three months as a regularly appointed City of Milwaukee employee.
- Bachelor's Degree in Industrial Safety, Communications, Business Administration or related field from an accredited college or university.
- Two years experience in employee safety and accident prevention or in researching and interpreting regulations and policies and initiating action to comply with the regulations and policies.
Equivalent combinations of education and experience may be considered.
- Valid driver's license at time of appointment and throughout employment.

THE CURRENT SALARY RANGE (2EX) IS: \$44,195 - \$61,871 annually.

If certified by the Commissioner of Public Works as being, when appropriate, regularly involved in snow and ice control operations which result in an excessive amount of overtime work, a Safety Specialist-Senior will receive 4.8% additional biweekly salary as compensation for such overtime work.

THE SELECTION PROCESS will be job related and will consist of one of the following: an evaluation of related training, experience and accomplishments; a written test; an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral exams, performance tests or oral interviews. Information from the selection process will be used to make hiring decisions. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells Street, Milwaukee, WI 53202 or by calling (414) 286-3751.

Send your completed application and resume to: Dan Thomas, Public Works Personnel Administrator, DPW-Administrative Services, Frank P. Zeidler Municipal Building, Room 507 by February 27, 2012. Receipt of applications may be discontinued any time after that date. Applications and resumes may also be sent by email to dan.thomas@milwaukee.gov through February 27, 2012.

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SAFETY SPECIALIST-SENIOR (DPW-Administrative Services Division)