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Risk Management and Safety Officer

Recruitment #1802-5024-001

List Type	Original
Requesting Department	DER - OPERATIONS DIVISION
Open Date	2/27/2018 4:30:00 PM
Filing Deadline	3/20/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Employee Benefits Director, the Risk Management and Safety Officer is responsible for designing, implementing and evaluating all aspects of employee safety programs, and providing advice, guidance and facilitation for all general City departments regarding how to address and resolve employee safety issues and concerns.

ESSENTIAL FUNCTIONS

- Provide guidance and direction to general City departments regarding areas of concern related to worker safety, accident prevention, and loss control;

recommend measures to help protect workers from potentially hazardous work methods, processes, and/or materials.

- Review, identify and coordinate safety training interventions to ensure compliance with applicable regulations and to address and respond to employee safety concerns.
- Work with the Milwaukee Police Department to identify opportunities to share data, resources, or educational materials to address safety needs and concerns of City departments.
- Review and study industry best practices in relation to increasing worker safety, minimizing exposure, and controlling costs; develop comprehensive policies, procedures and training programs to address department-specific operational and safety functions.
- Review and monitor departmental safety initiatives and plans along with injury data analysis and identify areas for improvement; collaborate with departmental representatives to ensure implementation of key initiatives.
- Initiate and implement City wide safety policies and programs to ensure worker protection and the ability to respond to critical incidents.
- Ensure that City departments are complying with federal and state requirements and guidelines regarding site inspections, job hazard analysis, and training.
- Analyze and track the City's worker's compensation and safety data metrics and trends in order to develop strategies to assist the City in effectively managing risks and loss control.
- Work with various departments to increase the importance of the Risk Management Model and ensure the success of safety strategies and initiatives. Expand the Risk Management Model to other City departments as warranted.
- Oversee communication of safety and trend data in the Accountability in Management (AIM) process and at various council committees. Compile statistical data and prepare reports as needed on a variety of risk related topics of interest to City Administration and Departments.
- Assist in the development and implementation of systems to provide for better reporting and management of risk and safety information in order to minimize the disconnect between experience at the department level and expenditures in DER's budget.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

- Must be able to navigate work sites in the field in various weather.

MINIMUM REQUIREMENTS

1. Bachelor's degree in occupational health, safety, human resources, business management or a closely related field from an accredited college or university.
2. Four years of job related experience assessing safety and performing risk management functions within a multi-functional organization, including implementation of safety and risk management plans.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- A Master's degree in occupational health, safety, human resources, labor, or business management or a closely related field from an accredited college or university.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of principles and practices relating to occupational safety, employee safety, risk analysis and accident prevention.
- Knowledge of applicable federal, state, local laws and regulations regarding employee safety; site inspections, job hazard analysis, and training.
- Knowledge of loss control methods, principles, and techniques.
- Knowledge of common occupational and environmental health hazards.
- Knowledge of effective training methods.
- Ability to conduct research and perform surveys effectively.
- Data research, collection and analysis experience including the ability to apply statistical techniques to data.
- Ability to coordinate and oversee organizational safety and training awareness.
- Ability to design and develop a safety training program to reflect the City's departmental needs.

- Ability to design, develop, coordinate, and implement safety and environmental compliance policies and procedures.
- Ability to read and interpret a wide variety of materials, including periodicals, legislation, policies, reports, and technical publications.
- Ability to identify problems, potential loss situations and make appropriate recommendations.
- Ability to work well independently.
- Ability to function as part of a team.
- Ability to proficiently use spreadsheet, database, and word processing software.
- Written communication skills, including the ability to draft and edit policies, proposals and correspondence.
- Oral communication and presentation skills.
- Interpersonal skills, including the ability to establish working relationships with City officials.
- Skill in policy analysis.
- Ability to effectively resolve issues and problems.
- Ability to use sound judgment.
- Ability to perform under pressure, manage multiple priorities and to work within tight time constraints.
- Ability to plan, prioritize, organize, and accomplish work within deadlines.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (Pay Range 2JX) for City of Milwaukee resident is \$62,338-\$87,270 annually, and the non-resident salary range is \$60,809-\$85,129. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation

- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Milwaukee Police Department reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Tuesday, March 20, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION


- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 208

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p>Apply Online</p> 
<p>View and print the Supplemental Questionnaire.</p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.</p>