

SAFETY SPECIALIST-SENIOR

Recruitment #2103-4366-001

List Type	Original
Requesting Department	DPW - ADMINISTRATION
Open Date	3/31/2021 12:05:00 PM
Filing Deadline	4/21/2021 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.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Safety Specialist-Senior assists in the management of one or more of the Department of Public Works' divisional safety programs by performing case management, identifying safety hazards and training needs, conducting training classes and documenting safety statistics.

ESSENTIAL FUNCTIONS

Analyze, coordinate, and manage work-related injuries and illnesses

- Use advanced case management techniques to coordinate a high-volume caseload related to work injuries, requests for accommodation under the Americans with Disabilities Act Amendments Act (ADAAA), Transitional Duty and Drug and Alcohol Follow-Ups.

- Interpret and analyze various communications, while and tracking deadlines
- Interact with employees, departmental staff, health care providers, assistant city attorneys, Department of Employee Relations (DER) staff and other parties regarding case management issues.

Design and implementation of occupational safety programs

- Design, implement and manage all occupational safety programs.
- Conduct safety inspections, accident site investigations.
- Perform evaluations and consultations related to worksites, equipment, vehicles, materials, facilities, and procedures.
- Maintain data and provide reports for various parties.
- Generate and maintain data in case management database software

Safety Training

- Plan, coordinate and conduct safety training for managers, supervisors, and employees.
- Develop and implement safety plans and programs.
- Prepare and disseminate statistical reports.
- Staff the Peer Support Team, which are certified “Mental Health First Aiders”. Serve on an as needed basis at all hours to provide DPW employees an avenue to connect with trained peers in a safe, non-judgment and confidential environment.
- Coordinate random and follow-up drug testing.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

Safety Specialist-Seniors are considered essential staff during the current public health emergency.

- Must be able to lift, move or transfer up to 50 lbs. occasionally and up to 20 lbs. frequently.
- Must be able to visit and inspect worksites, which may require walking, crawling, crouching, stooping, reaching, balancing and standing.
- Must be available at all hours to respond to and address safety concerns.
- Must be available to participate in snow “monitoring”.
- Must be available to work in rotation during snow and ice emergencies.

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. Two years of job related experience assessing safety and performing employee compliance on safety and/or accident prevention programs.
3. Valid driver’s license at time of appointment and throughout employment.
4. OSHA 510-Standards for the Construction Industry certification and OSHA 511 – Standards for General Industry certification within one year of appointment and throughout employment.

Equivalent combinations of education and experience may 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.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge

- Knowledge of DILHR and OSHA occupational safety laws, standards and principles.
- Proficient in Microsoft Office, including Word, Excel and Outlook.
- Knowledge of the physical sciences and engineering principles as they relate to safety.
- Knowledge of effective training methods.
- Ability to conduct research and perform surveys effectively.

Organizational and Critical Thinking Skills

- Ability to effectively organize, plan, coordinate, communicate and implement safety programs, training, policies and procedures.
- Ability to work effectively and efficiently utilizing resources to accomplish multiple tasks according to deadlines.
- Ability to function well under pressure, including during critical incident events involving employees.
- Honesty, integrity, the ability to maintain confidentiality, and a commitment to safeguarding City resources.

Communication, Interpersonal, and Customer Service Skills

- Oral communication skills, including the ability to speak and present information at training sessions.
- Written communication skills, including the ability to write reports and correspondence.
- Interpersonal skills and the ability to maintain effective working relationships with a multi-cultural, multi-disciplinary staff and with other agencies.
- Ability to function well under pressure, including during critical incident events involving employees.
- Ability to work both independently and in a team environment.
- Ability to maintain confidentiality.
- Ability to work cooperatively and fairly with others whose backgrounds may differ from one's own.

CURRENT SALARY

The current salary range (2FX) is \$51,469-\$67,616 annually, and the resident incentive salary for City of Milwaukee residents is \$53,013-\$69,644 annually. *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 which includes:

- *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 <https://city.milwaukee.gov/der/benefits>.

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 reserves 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 **Wednesday, April 21, 2021**. 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 can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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