

SAFETY SPECIALIST-SENIOR

Recruitment #1612-4366-001

List Type	Transfer/Promotional
Requesting Department	DPW - ADMINISTRATION
Open Date	1/27/2017 3:15:00 PM
Filing Deadline	2/17/2017 11:59:00 PM
HR Analyst	Nola Nelson

Introduction

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

Purpose

The Safety Specialist-Senior assists in the management of the Public Works safety program by identifying safety hazards and training needs, conducting training classes and documenting safety statistics.

Essential Functions

- Analyze work-related injuries and illnesses in order to plan and provide effective employee safety and wellness training.
- Review and process employee requests for Transitional Duty and Americans with Disabilities Act Amendments Act (ADAAA) accommodations, coordinate alternative placement opportunities and return to work using job analysis and effective case management.
- Supervise the placement and participation of employees in the Transitional Duty program.
- Act as the Department's liaison with the Employee Benefits Division, the City Attorney's Office, Froedtert Workforce Health and outside agencies relative to disability claims, worker's compensation claims, fitness for duty evaluations, ADAAA accommodations, wellness and athletic programs.
- Plan, coordinate and conduct safety plans and training programs for employees, supervisors and managers.
- Conduct accident investigations, maintain injury/accident data and prepare corresponding reports.
- Perform safety evaluations, consultations and audits related to worksites, equipment, vehicles, materials, facilities and procedures.
- Monitor enforcement of safety rules and procedures, including OSHA reporting.
- Coordinate pre-employment and random drug testing, pursuant to federal compliance requirements.

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.

Conditions of Employment

Safety Specialist-Senior (DPW-Administration)

- **Requires residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Civil Service Commission. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.**
- 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 work in rotation during snow and ice emergencies.

Minimum Requirements

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's Degree in Industrial Safety, Communications, Business Administration or related field from an accredited college or university.
3. Two years of experience in employee safety and accident prevention; **OR** Two years of related experience researching and interpreting regulations and policies and initiating action for compliance.

Equivalent combinations of education and experience may also be considered.

4. Residency within 15 miles of the jurisdictional boundaries of the City of Milwaukee within six months of appointment pursuant to Rule III, Section 4(g) of the Rules of the City Service Commission. A map defining the jurisdictional boundary is located on the Fire and Police Commission website at: <http://city.milwaukee.gov/fpc#.WG7LHE0zWpo>.
5. Valid driver's license at time of appointment and throughout employment.
6. Certifications OSHA 510 - Standards for the Construction Industry AND OSHA 511 - Standards for General Industry, within one year of appointment and throughout employment.

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.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of DILHR and OSHA occupational safety laws, standards and principles.
- Ability to effectively organize, plan, coordinate, communicate and implement safety programs, training, policies and procedures.

Safety Specialist-Senior (DPW-Administration)

- Basic understanding of the physical sciences and engineering principles as they relate to safety.
- 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 work independently.
- Ability to maintain confidentiality.
- Ability to function well under pressure, including during critical incident events involving employees.
- Ability to work effectively and efficiently utilizing resources to accomplish multiple tasks according to deadlines.

Current Salary

THE CURRENT SALARY RANGE (PAY RANGE 2EX) for City of Milwaukee residents is \$48,670 – \$63,426 annually, and the non-resident salary range is \$47,476 – \$61,870. Appointment is normally at the beginning of the range in accordance with the City of Milwaukee Salary Ordinance.

Selection Process

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

INITIAL FILING DATE - The selection process will be held as soon as practical after **February 17, 2017**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.