



TRANSFER/PROMOTIONAL OPPORTUNITY

SAFETY SUPERVISOR

(Department of Public Works-Administrative Services)

PURPOSE: The Safety Supervisor is responsible for evaluating work sites and safety procedures, planning, organizing, and conducting safety training sessions, coordinating the return to work of injured employees, and preparing safety reports.

ESSENTIAL FUNCTIONS:

- Supervise safety specialists and coordinate department safety compliance.
- Assist in the implementation and fulfillment of division and departmental safety plans.
- Use case management techniques to evaluate employees for ADA accommodation, transitional duty, and DEP programs.
- Monitor the submission of various medical documents and follow up with employees and medical care providers as needed.
- Act as liaison between the Administrative Services Division and Worker's Compensation Section.
- Makes recommendations to the Public Works Personnel and Compliance Manager concerning job placement and return to work date due to physical restrictions.
- Conduct safety evaluations and consultations related to work sites, equipment materials, facilities, and procedures.
- Conduct research and communicate information on safety laws, standards, and accident prevention procedures on an ongoing basis.
- Prepare and disseminate statistical and investigative reports and bulletins.
- Create and publish workplace safety procedures.
- Plan, coordinate, and conduct safety briefing and safety training sessions.
- Represent the DPW Administrative Services Division at various safety meetings.
- Serve as supervisor for snow and ice control operations as assigned.
- Perform other related essential functions as assigned.

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

MINIMUM REQUIREMENTS:

- Current status as a regularly appointed City of Milwaukee employee having passed the probationary period for the current position held.
- Bachelor's Degree in Industrial Safety, Communications, Business Administration or related field.
 - *Note: College transcripts are required and may be either attached to the application or sent to Dan Thomas, Department of Public Works Personnel and Compliance Manager, 841 N Broadway, Room 1107, Milwaukee WI 53202.*
- Two years of experience in employee safety and accident prevention programs.
 - *Equivalent combinations of education and experience may be considered.*
- Valid driver's license at time of appointment and throughout employment.

Safety Supervisor (DPW-Admin)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of occupational safety laws, standards, and principles.
- Knowledge of physical sciences and engineering principles related to safety.
- Knowledge of case management techniques used in evaluation of employees.
- Knowledge of the preparation of statistical and investigative reports.
- Knowledge in the creation and publication of workplace safety procedures.
- Skill in the analysis of information and to make recommendations.
- Skill to conduct safety evaluations and consultations.
- Ability to effectively research, organize, plan, coordinate, control, and follow through with programs and procedures.
- Ability to plan and organize work assignments in order to meet deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to direct and supervisor the work of subordinates.

THE CURRENT SALARY RANGE (PG 1CX) IS: \$ 50,206 – 70,295 annually.

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 and reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information used from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St., Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: Dan Thomas, Department of Public Works Personnel and Compliance Manager, 841 N Broadway, Room 1107, Milwaukee, WI 53202 by **JULY 8, 2013**. *Receipt of applications may be discontinued any time after that date.*

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