



Safety & Risk Manager – Job Description – City of Yazoo City

DEFINITION:

To plan, direct, manage, and oversee projects, activities and operations related to safety and Risk management in coloration with other City department heads to promote and enact the safety program. Main objective is to reduce accidents and losses, thereby improving safety and efficiency of all employees. Develops and administers risk management programs. Creates and modifies policies to comply with safety legislation and industry practices. Coordinates and develops organization-wide programs for risk-free services. Acts as the liaison to attorneys, insurance companies, and individuals. Investigates any incidences that may result in an asset loss.

SUPERVISION RECEIVED AND EXERCISED:

Directly reports to the Mayor of the City of Yazoo City

Receives general supervision and administrative direction from the Mayor of Yazoo City

Collaborate with Department Heads for specific safety requirements within each department

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES:

1. Encourage a safety culture by coaching and directing safety activities for each department
2. Sets the safety annual related objectives the City of Yazoo City in collaboration with the mayor and department directors for presentation to the Board of Mayor and Aldermen for adoption
3. Is knowledgeable of all laws, policies, regulations and guidelines related to said position and is able to recommend corrective actions to align current state in departments to correct state.
4. Inspects city owned facilities to assess that all city facilities to assure the facilities presents no safety hazard to workers and that these facilities are clean and free of trip hazards.
5. Assures all city vehicles and equipment are stocked with the minimum on site first aid requirements as defined by a standards organization.
6. Creates a framework for a safe work environment and directs. Follows up on a scheduled plan to determine status of corrective actions reverse safety issues and risk
7. Directs with the city safety board other actions that will bring the city to optimal state of safety that reduces risk and ultimately reduce liability and worker compensation cost.
8. Keeps management and supervisors informed on related safety issues and progress towards solutions. Reports monthly Yazoo City safety index to the Board of Mayor and Aldermen.
9. Identifies conditions in the community for which the city is responsible that create potential unsafe or hazardous conditions for the community and citizens.
10. Shall meet with all new employees during orientation to review the City of Yazoo City safety policy, identify any deficiencies or training the employee requires to be able to adhere to these policies.

11. Recommend actions that may cause disciplinary action when employees fail to follow the guidelines for safe work practices.
12. Monitors and describes safety risk in the city's departments and reports same to board of Mayor and Aldermen as appropriate
13. Routinely monitors, inspects and documents safety performance of each department and communicates these issues directly to department heads with recommended actions.
14. Conduct grounds survey on periodic and regular basis to detect violations, hazards, and incorrect work practices communications.
15. Works with department managers to assure all areas of the operation are free from hazardous and unsafe to conditions for employees and citizens.
16. Assure Safety materials are posted at every city site visible to all employees
17. Supply resource safety materials to supervisors
18. Assess training requirements and from time to time conduct or cause to be conducted safety training and refreshment training to assure employees are knowledge and all regulations or compliance requirements are achieved.
19. Maintains booklets, pamphlets, videos and materials that are accessible and scheduled for use by all employees on coordinated manner.
20. Works with external organizations such as MDOT and community colleagues to deliver and or develop courses that assist the internal workforce to maintain a defined target/ goal related to employee safety practices and ultimate on of safety practices while on duty for the City.
21. Assist supervisors in conducting regular safety meetings and stress re-training.
22. From time to time perform or caused to be performed vehicle, equipment and tools check to assure all are being inspected on a routine schedule and are operational within a documented set of standards.
23. To have the power to remove or caused to be removed any vehicle, tool or piece of equipment from use that poses a safety hazard to workers or citizens at which time a verbal report is given to the director and the Mayor.
24. Facilitate the Yazoo City Risk Management and safety committee
25. Consults with other professionals to observe and benchmark safety actions and measures to determine how the city of Yazoo City might deploy method to reduce or improve in its deployment of safety related activities such to include facilities, tools, equipment, technology, techniques, manpower utilization, etc.
26. Coordinate with Yazoo County Emergency Management Director to create and deploy communications or resources for emergency planning or disaster response or crisis management activities
- 26.1 Prepare plans that outline operating procedures to be used in response to disasters or emergencies
- 26.2 Develop and maintain liaisons with municipalities, county departments and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment
- 26.3 Design and administer emergency or disaster preparedness training courses

Other important duties and responsibilities

1. Works directly with insurance carriers to understand safety related issues that present potential negative impact to the city of Yazoo City and puts measures in place to eliminate or reduce these identified concerns.
2. Analyze loss data to identify trends and prioritize areas requiring attention
3. Other duties as assigned by the Mayor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

Extensive knowledge of the overall operations of the City of Yazoo including policies, procedures, and ordinances

Working knowledge of office management procedures, record management, filing systems, office Correspondence

Keep informed of activities or changes that could affect the likelihood of an emergency

OSHA Standards and Practices

Knowledge of accounting or bookkeeping sufficient to handle the city's financial records

Knowledge of loss data analysis

SKILLS AND ABILITIES:

Ability to operate office machines and computers

Plan, organize, implement, direct and monitor

Skill in interpersonal relations and written and oral communications sufficient to soothe irate citizens and communicate with Mayor and Board of Aldermen, management staff and employees

Delegate authority and responsibility

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

Maintain effective audio-visual discrimination and perception needed for:

making observations
reading and writing
operating assigned equipment
communicating with others.
listening skills

Maintain mental capacity which permits:

making sound decisions and using good judgement
demonstrating intellectual capabilities.

EXPERIENCE & GUIDELINES:

High School Diploma/ GED

Advanced academic education completion from an accredited institution in related areas to the position

Minimum five years' experience in related work experience with progressive Responsibilities

Any combination of experience and training that would likely provide the required knowledge and abilities is acceptable