

MISSOURI DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY ANNOUNCEMENT

Closed

Date Posted: 11/21/2016
Application Deadline: 12/04/2016
Job Post ID: 9196
Job Title: Safety Officer / Intermediate Safety Officer / Senior Safety Officer
Min Monthly Salary: \$3,213.00 / \$3,576.00 / \$3,985.00
Number Positions: 1
Location: Kansas City District Office, 600 NE Colbern Road Lee's Summit, MO 64086
District/Division: Kansas City / Risk & Benefits Management Division
Human Resources Contact Number: 816-607-2142

General Summary:

--- Safety Officer ---

The safety officer provides entry-level professional support and assists in defining direction for risk management programs and processes in the district. Responsibilities are performed under direct supervision.

--- Intermediate Safety Officer ---

The intermediate safety officer provides mid-level professional support for risk management programs and processes in the district. Responsibilities are performed under moderate supervision.

--- Senior Safety Officer ---

The senior safety officer provides professional support and assists in defining direction for risk management programs and processes in the district. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- Safety Officer ---

Bachelor's Degree: Risk Management, Safety Management, or related field

--- Intermediate Safety Officer ---

Bachelor's Degree: Risk Management, Safety Management, or related field

Two years of experience in risk management or safety management.

--- Senior Safety Officer ---

Bachelor's Degree: Risk Management, Safety Management, or related field

Four years of experience in risk management or safety management.

Supervisory Responsibilities:

--- Safety Officer ---

None

--- Intermediate Safety Officer ---

None

--- Senior Safety Officer ---

Lead Worker Only

Special Working Conditions/Job Characteristics:

--- Safety Officer ---

Job requires frequent travel within the district and occasional statewide travel.

Job may require operation of vehicles to plow snow and spread ice control materials.

--- Intermediate Safety Officer ---

Job requires frequent district-wide and occasional statewide travel.

Job may require operation of vehicles to plow snow and spread ice control materials.

--- Senior Safety Officer ---

Job requires frequent district-wide and occasional statewide travel.

Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work:

--- Safety Officer ---

- Coordinates the department's safety and occupational health program at the district level, including training of employees, assisting and organizing committees, coordinating safety awards, and recommending accepted prevention measures.
- Investigates workers' compensation, fleet liability, general liability, and property damage claims.
- Investigates injury and incident reports to determine causation and prevent recurrence.
- Maintains incident records, prepares reports to identify trends, and develops individual curriculum to prevent recurrence.
- Conducts work-site inspections of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures.
- Serves as a resource for safety issues by participating in the district safety committee and other team related projects.
- May assist in the administration of occupational employee health programs in the district.
- Performs other responsibilities as required or assigned.

--- Intermediate Safety Officer ---

- Coordinates the department's safety and occupational health programs at the district level, including training of employees, assisting and organizing committees, coordinating safety awards, and recommending accepted prevention measures.
- Conducts or directs investigations of workplace accidents involving department employees to determine cause and make preventative recommendations.
- Investigates all workers' compensation, fleet vehicle liability, general liability, and property damage claims, sets up case files, and takes statements.
- Compiles injury and vehicle incident statistics used to identify incident trends and develop loss prevention programs.
- Conducts worksite inspection of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures.
- Reviews injury and incident reports to reduce and eliminate hazards.
- Coordinates the activities of the Safety Committee.
- May assist district management with the prompt return to work of injured employees under the department's temporary modified duty policy.
- May assist in the administration of occupational health programs in the districts.
- Performs other responsibilities as required or assigned.

--- Senior Safety Officer ---

- Coordinates the department's safety and occupational health programs at the district level, including training of employees, assisting and organizing committees, coordinating safety awards, and recommending accepted prevention measures.

- Conducts or directs investigations of workplace accidents involving department employees to determine cause and make preventative recommendations.
- Investigates all workers' compensation, fleet vehicle liability, general liability, and property damage claims, sets up case files, and takes statements.
- Compiles injury and vehicle accident statistics used to identify accident trends and develop loss prevention programs.
- Conducts worksite inspection of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures.
- Reviews injury and incident reports to reduce and eliminate hazards.
- Coordinates the activities of the Safety Committee.
- Assists with prompt return to work of injured employees consistent with the department's temporary modified duty policy.
- May assist district management with the implementation and coordination of department processes involving employee occupational health programs.
- Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V