

Missouri Department of Transportation

Code: R04601

Title: Central Office Safety and Health Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date 03-01-2008

Replaces
(Effective Date) 04-01-2006

General Summary The central office safety and health manager is responsible for leading, managing, developing, and organizing the department's employee safety and health programs; ensures compliance with federally mandated drug and alcohol testing programs; collaborates with districts and divisions to eliminate or reduce employee exposure to hazards in the departments various work environments. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Safety Management, Industrial Safety, and Business Administration, Public Administration, or related field
Eight years of experience in an area related to safety/risk management or human resources.

Supervisory Responsibilities Full Supervision

Location Central Office - Risk and Benefits Management

Special Working Conditions/Job Characteristics Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Answers and interprets safety concerns, employee health, drug/alcohol testing questions, and policy issues.
- (2) Develops safety policies, rules, and regulations plus related training programs.
- (3) Evaluates and recommends changes to network providers regarding pre-employment physical and drug/alcohol testing programs.
- (4) Oversees and monitors loss control investigations; reviews employee incidents, performs loss analysis, and develops preventative measures; identifies process changes that will improve employee safety and health.
- (5) Manages drug /alcohol testing programs and pre-employment/post offer physical programs.
- (6) Directs the evaluation and testing of safety equipment, products, and procedures.
- (7) Represents department and risk management on various national, state, and internal committees; attends and contributes to various quick action teams.

- (8) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (9) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.