

# Missouri Department of Transportation

Code: R04465

Title: Intermediate Safety Officer

Exemption Status: Non-Exempt

Grade: 13

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## Job Description

**Effective Date** 12-01-2013

**Replaces  
(Effective Date)** 03-01-2008

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

**Minimum/Required  
Qualifications** Bachelor's Degree: Risk Management, Safety Management, or related field  
Two years of experience in risk management or safety management.

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Risk and Benefits Management

**Special Working  
Conditions/Job  
Characteristics** Job requires frequent district-wide and occasional statewide travel.  
Job may require operation of vehicles to plow snow and spread ice control materials.

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## Examples of Work

- (1) 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.
- (2) Conducts or directs investigations of workplace accidents involving department employees to determine cause and make preventative recommendations.
- (3) Investigates all workers' compensation, fleet vehicle liability, general liability, and property damage claims, sets up case files, and takes statements.
- (4) Compiles injury and vehicle incident statistics used to identify incident trends and develop loss prevention programs.
- (5) Conducts worksite inspection of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures.
- (6) Reviews injury and incident reports to reduce and eliminate hazards.
- (7) Coordinates the activities of the Safety Committee.
- (8) May assist district management with the prompt return to work of injured employees under the department's temporary modified duty policy.

- (9) May assist in the administration of occupational health programs in the districts.
- (10) 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.**