

Missouri Department of Transportation

Code: R04051

Title: District Safety and Health Manager

Exemption Status: Exempt

Grade: 17

Job Description

Effective Date	04-01-2018
Replaces (Effective Date)	04-01-2006
General Summary	The district safety and health manager coordinates district safety, health, environmental, and risk management programs. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Business Administration, Criminal Justice, Risk Management, Safety Management, or related field Six years of experience in risk management, safety management, or security management.
Supervisory Responsibilities	Full Supervision
Location	District Offices - Risk Management
Special Working Conditions/Job Characteristics	Job requires frequent district-wide and occasional statewide travel. Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

- (1) Directs and manages all phases of the district's occupational safety, workplace security, health, environmental, loss control, and loss prevention programs.
- (2) Coordinates, develops, and provides training regarding safety, security, and health to district employees.
- (3) Investigates loss or exposure for fleet vehicle, general liability, and property damage; may negotiate settlement of claims for fleet vehicle and general liability following statewide guidelines.
- (4) Coordinates filing and administration of workers' compensation claims with the Risk Management Division, including initial reporting and follow-up; investigates claims to assist in the determination of causation and the eligibility of benefits information to the assigned claims specialist.
- (5) Conducts or directs the investigation of incidents involving department employees to determine cause and makes recommendations for prevention in the future.
- (6) Maintains district safety records and publishes and reviews reports with district managers and supervisors.
- (7) Consults and advises district management and supervisors on matters related to the administration of the department's risk management policies.

- (8) Serves as a resource for security issues and emergencies such as hazardous spills, radiation contaminations, post-accident drug/alcohol testing, and disasters; completes hazardous materials reports, assists with district spill plans, and coordinates burn permits.
- (9) Inspects workplace to identify fire/safety hazards, unsafe practices, exposures to occupational disease, or workplace security risks.
- (10) Promotes general safe work habits; administers the safety recognition program; coordinates and organizes the district safety committee following statewide guidelines; coordinates employee facility access.
- (11) Assists district management with the implementation and coordination of department processes involving employee occupational health programs; oversees the Safety Quality Assurance programs such as hazard assessments, work zone audits, and safety training program consistency and quality.
- (12) Prepares annual budget for risk management activities and staff.
- (13) Manages environmental compliance programs per applicable federal, state and local laws.
- (14) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (15) Performs other duties 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.