

Missouri Department of Transportation

Code: R04754

Title: Assistant to the Chief Safety and Operations
Officer - Safety and Emergency Management

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 07-01-2019

Replaces
(Effective Date) 06-01-2019

General Summary The assistant to the chief safety and operations officer - safety and emergency management is responsible for leading, managing, developing, and organizing the department's employee safety and health programs; ensuring compliance with federally mandated drug and alcohol testing programs; collaborating with districts and divisions to eliminate or reduce employee exposure to hazards in the department's various work environments; oversees the department's emergency management and incident response programs. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Emergency Management, Fire Management, Homeland Security, Law Enforcement Administration, or related field
Over nine years of experience in areas related to safety, risk management, or emergency management.

Supervisory Responsibilities Full Supervision

Location Central Office - Safety and Emergency Response

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

Examples of Work

- (1) Works with appropriate districts and divisions to develop safety policies, rules, and regulations and related training programs.
- (2) Answers and interprets safety concerns, employee health concerns, drug and alcohol testing questions, and policy issues.
- (3) 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.
- (4) Directs the evaluation and testing of safety equipment, products, and procedures.
- (5) Represents department and risk management on various national, state, and internal committees; attends and contributes to various quick action teams.

- (6) Develops training sessions and course materials for department personnel and safety partners regarding incident response management techniques.
- (7) Plans and coordinates statewide safety conferences for department staff and safety partners.
- (8) Serves as an emergency management liaison with districts, divisions, state and federal agencies, other states, and local partners.
- (9) Directs Central Office Emergency Operations Center including standard operating procedures, training, and coordination among incident management personnel.
- (10) Monitors transportation and infrastructure emergency management issues including security, medical, and weather-related issues.
- (11) Represents the department on state, federal and industry committees and teams to share best practices, and coordinate emergency activities and resource allocation.
- (12) Plans and coordinates disaster exercises to ensure the department is prepared for emergency incidents.
- (13) Supports Federal Emergency Management Agency and Federal Highway Administration relief funding projects and reimbursements relating to past declared disasters.
- (14) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (15) 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.