

Missouri Department of Transportation

Code: R04256

Title: State Safety Coordinator

Exemption Status: Exempt

Grade: 19

Job Description

Effective Date 08-12-2019

**Replaces
(Effective Date)**

General Summary The state safety coordinator is responsible for leading the department's occupational safety, security, and industrial hygiene programs. [Responsibilities are performed under general supervision.]

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

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Safety and Emergency Management Unit

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

Examples of Work

- (1) Coordinates activities related to the department's occupational safety, security, and industrial hygiene programs.
- (2) Refines the vision and implements strategies to drive the culture of the department's safety programs.
- (3) Develops safety policies, rules, regulations, and safe operating procedures consistent with federal, state, and national consensus standards.
- (4) Performs, organizes, and develops training sessions related to occupational safety, security, and risk reduction programs.
- (5) Reviews employee incidents to determine causation and develops recommended corrective measures and process changes to prevent recurrences.
- (6) Performs safety observations, audits, risk assessments, and job safety analysis on department operations.
- (7) Performs industrial hygiene monitoring to determine employee exposure and makes recommendations for exposure control methods.
- (8) Provides technical expertise and support for the districts and divisions on safety, security, and industrial

hygiene issues.

- (9) Establishes key performance indicators / metrics to define and measure success of the safety program.
- (10) Collaborates with districts and divisions to ensure the safety and security of employees and visitors; prepares employees to respond appropriately during crisis situations.
- (11) Leads or serves as a resource on various internal and external teams and committees related to safety and security.
- (12) Develops collaborative working relationships with federal, state, and local safety professionals and related organizations.
- (13) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (14) 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.