



## **CLASSIFICATION DESCRIPTION**

**TITLE: TRAINING -SAFETY SPECIALIST**

**JOB CODE: 12(Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general supervision the purpose of this job is to support city staff with all aspects of training and including and not limited to the below duties. Also, administration of various departmental projects that specifically relate to training and safety programs for the city. Employees in this position function at a paraprofessional level to accomplish assigned functions according to established schedule, calendars, projects, and programs of the human resource department. Primary responsibility is to maintain an active training and safety program, providing training and support to departments as required. Work requires exercising, considerable independent judgment, and initiative in developing program components. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

- Maintains the City of Palm Coast Safety Program, as well as ensures all safety manuals remain current.
- Develops and implements related policies, procedures and practices based upon established best practices.
- Support Risk Management in the investigation of insurance claims.
- Assists with the development and implementation of required training programs set forth by The City of Palm Coast for all departments.
- Maintain and Administer city wide training platform, PCU (Palm Coast University).
- Operate in compliance with HIPPA, FMLA and other related laws and/or regulations.
- Develops and implements required training programs based upon trends and other environmental factors.
- Maximizes the use of technology to automate purchasing processes, increase efficiencies, and ensure compliance with purchasing and financial policies.

- Coordinates with the workers' compensation insurance carrier on safety initiatives.
- Monitors and reviews job-specific personal protective equipment (PPE) recommendations and analyzes equipment and PPE to ensure products utilized provide maximum protection and within budget guidelines.
- Ensures delivery of excellent and timely customer service to related city personnel and vendors.
- Organizes and assists with City-wide risk reviews and assessments.
- Participates in the City's Safety Team, assists with City-wide safety training, and integrates all activities toward achievement of City safety goals and objectives.
- Receives inquiries and requests from employees and the general public, through friendly, professional customer service skills, ascertains the needs of the customer and provides appropriate assistance and information; responds to escalated customer service issues.
- Performs related work as required.
- Ensures that all administrative responsibilities related to safety and training are completed and filed appropriately. Maintains required and associated records in accordance with retention requirements.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate's or Bachelor's Degree preferred in Business or Public Administration or related field. ; Experience in training and/or safety programs preferred.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to understand, follow and direct written and oral instructions.
- Thorough knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Ability to develop and implement policies and procedure for the utilization of vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.
- Ability to read, update, evaluate and maintain various records and files.

- Ability to access, operate and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems.
- Skill in establishing and maintaining effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (25-40pounds).

The City of Palm Coast is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Palm Coast provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.