



CLASSIFICATION DESCRIPTION

TITLE: CITY SAFETY COORDINATOR

JOB CODE: 15 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision the purpose of this job is to support city staff and our community with all aspects of safety and including and not limited to the below duties. Also, administration of various departmental projects that specifically relate to 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 a safety program, active training, emergency service management liaison, and 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.

- Serves as the first point of contact for any safety concerns.
- Assist staff with regard to calls to service by acting as a liaison between the City and emergency service partner(s) (i.e. fire services, law enforcement, emergency medical services, emergency management, life guard(s), etc.).
- Maintains rapport with emergency service partner agencies by establishing personal contact.
- Contribute to creating protocols and training for city staff inclusive of consultation from emergency service partner(s).
- Collaborate and assist in the preparation and implementation of emergency response/drills, operations, and other related safety issues.
- Generates a report on a monthly basis on all safety related activities according to internal initiatives and external community safety initiatives.
- 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 while identifying opportunities to mitigate risk.
- 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.
- 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.
- 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.
- 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

Bachelor's Degree preferred in Business or Public Administration or related field. Knowledge of laws, codes, statutes and regulations concerning city operations. Experience in safety and training programs preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

This position requires regular driving for business purposes. The incumbent must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of local resources available to assist in cases of emergency or dangerous situations.
- Knowledge of the policies, procedures, goals, objectives, and operational entities.
- Ability to effectively present information in one-on-one and group situations.
- Ability to understand, follow and direct written and oral instructions.
- Ability to communicate effectively to de-escalate issues.
- Knowledge of the techniques, practice and procedures necessary for effective interaction with the general public, victims, suspects, and officers of other agencies and municipalities.
- Thorough knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- 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.