



JOB DESCRIPTION

The Safety, Training and Security Manager

JOB STATEMENT:

The Safety, Training and Security Manager receives collaborative support from the local staff and the corporate level Vice President of Safety and Risk Management.

DUTIES:

Safety Monitoring

- Respond to and investigate accidents/incidents to include taking photos of accident/incident scene, interviewing involved parties, and assisting with driver, police and related reports.
- Classify accidents according to MyCity' standards of preventability/non-preventability.
- Assist with the Accident Review Board.
- Review all accident records for adverse trends or training curriculum corrections.
- Monitor overall contract safety, and safety and training program performance.
- Perform periodic facility safety inspections including compliance with OSHA, Fire Codes, and environmental compliance.
- Conduct hazard analysis with staff participation and monitor compliance with corrective action required.
- Investigate, report, recommend on reports of hazardous locations, situations or events.
- Act as MyCity' liaison to THE CONTRACTOR for accident investigation and risk management.
- Conduct evaluations and inspections for risk of loss potential.
- Conduct trend analysis for proactive refresher training purposes.
- Coordinate the activities of workers' compensation, general liability and vehicle liability insurance carriers and insurance consultants as it affects safety and loss control.
- Monitor activities and make recommendations to General Manager to help limit loss.
- Assure that safety inspections are properly scheduled, carried out, monitored, acted upon and documented.
- Assist with compliance of the substance abuse testing program by coordinating to ensure Federal and Company standards are consistently met.
- Work with General Manager and other departments as necessary to develop and administer local safety programs.

Personnel Management

- Interview, screen, hire and train new operators in coordination with the HR Supervisor.
- Conduct the safety portion of monthly employee meetings.
- Implement and monitor safety programs that instill safety awareness, and address safety issues.
- Monitor and report the quality of safety related duties and documentation submitted by Supervisors.
- Interview employees concerning safety concerns (to or from management), conduct follow up

- communication.
- Facilitate correction and retraining of supervisory personnel as needed.
- Coordinate and direct accident/incident investigation process to reporting standards requirements of THE CONTRACTOR, MyCity corporate, and insurance companies.
- Train supervisors to correctly and thoroughly process accident/incident scene and follow information.
- Direct information storage and dissemination to all parties.
- Maintain personnel and qualification files pertaining to training, safety and loss matters.
- Safety Committee coordinator, meeting facilitator.

Training

- Ensure routine training classes are scheduled to maintain required number of drivers for service.
- Conduct and review training classes to ensure compliance with training syllabus, consistency in material and quality of training received.
- Ensure that skills course training is conducted properly.
- Coordinate, and/or facilitate all safety training programs of subcontractors, to include substance abuse programs, other required compliance programs.

Performs all other duties as assigned.

- **Communication**-Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.
- **Organization**- Can marshal resources (people, funding, material, support) to get things done. Can orchestrate multiple activities at once to accomplish a goal. Uses resources effectively and efficiently. Arranges information and files in a useful manner.
- **Time Management**- Uses his/her time effectively and efficiently. Values time. Concentrates his/her efforts on the more important priorities. Gets more done in less time than others. Can attend to a broader range of activities.
- **Customer Service**- Refers to the ability to satisfy the expectations and requirements of customers. Displays courtesy and sensitivity and responds promptly to service requests. Identifies customer needs and explains services clearly. Handles difficult situations.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work related documents.
- **Judgement**- Refers to the ability to make decisions in a timely fashion that are sound, accurate and supported by the reasoning and inclusion of appropriate people.

Experience and Requirements:

- Bachelor's degree or equivalent plus 3-4 years of related experience.
- Knowledge of Word Processing software. Microsoft Excel, Word, and Outlook a must.
- Valid Driver's License required

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand and walk. The employee must regularly lift, push, pull, and/or move up to 75 pounds. The employee must be capable of bending, reaching, crouching, and climbing.

Work Environment:

The individual will primarily be inside an air condition or heated covered vehicle. The individual will frequently be exposed to different outdoor conditions while driving vehicles such as hot/warm, cold, extreme cold, rainy, sunny and snowy conditions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature: _____ **Date:**

Employee Name: _____ **Date:**
(Printed)