

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0084
Job Title: Safety Manager
Salary Grade: 23
Bureau: Finance
Department: Risk Management
Dept. Budget No. 008
Position I.D. 9500055
Shakman Exempt

Characteristics of the Position

General Overview

Directs and oversees the Safety Division and its two (2) Safety Liaisons which are responsible for identifying physical conditions and work practices which may cause injury to employees and/or the public. Additionally, this division instructs employees on a variety of safety issues; investigations of employee injuries alleging unsafe conditions; and recommends compliance with Illinois Department of Labor requirements when applicable. Consults with Risk Manager to develop policy, goals and objectives. Confers with the County's Director of Risk Management to formulate safety policy and develop a strategy for ensuring a risk-free workplace.

Key Responsibilities and Duties

Develops and implements safety programs to reduce occupational injuries of illnesses.

Prepares and conducts studies to identify potential sources of hazards; studies may review either historical data or may reflect physical inspections to ensure safety of County employees and visitors to County property.

Recommends procedures to be implemented into operational policies and procedures as specifically orientated towards reducing injuries or illnesses.

Assists County departments with coordinating activities with outside regulatory agencies to ensure compliance with regulations and communications.

Reviews existing safety programs to evaluate effectiveness and to ensure compliance with safety practices and standards to minimize injuries and losses.

Knowledge, Skills and Abilities

Knowledge of the principles and practices of safety as they apply to the workplace, a variety of work environments and various job performance requirements.

Knowledge of Federal, State and professional safety guidelines and standards.

Skill in the performance of sophisticated property safety inspections and complicated claims investigations.

Skill in communicating effectively both orally and in writing and in making presentations to assembled groups.

Ability to present safety training materials to a wide range of employees performing a variety of tasks.

Skill in the utilization of personal protective equipment (PPE) suitable for possible exposure to hazardous occupational substances in County facilities.

Skill in analyzing and developing loss history and accident information.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in Safety, Risk Management or Engineering **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Five years' experience in Safety, Risk Management or Engineering.

Certification as a Certified Safety Professional (CSP).

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.