

## **SAFETY SPECIALIST**

The City of Carlsbad is accepting applications for the position of **Safety Specialist**. The Safety Specialist reports to the Safety Manager and supports the Safety Department by performing duties related to planning, organizing, coordinating and implementing safety tasks including: risk management, loss prevention, inspections, and other safety programs. Ensures compliance with safety codes and regulations and ensures safe working conditions and practices for City employees. Investigates property damage reports made by the public.

Supports the Safety Manager in the safety and loss prevention departments and functions. Enforces city codes and ordinances relating to safety. Identifies, appraises, analyzes and evaluates exposures to accidental, legal and regulatory losses. Resolves complaints related to public health or safety hazards.

At the direction of the Safety Manager researches State and Federal laws, regulations and guidelines regarding safety. Reviews, revises and/or develops policies, procedures and education/training programs to ensure compliance with applicable State and Federal laws, regulations and guidelines.

Supports the Safety Manager in claims processing activities; reviews and investigates claims and determines validity and liability; makes recommendations as to legal action. Works with the City's insurance provider to investigate property damage claims made by the public and seeks public safety hazards in order to correct them.

Supports the Workers Compensation claims administration program. Reviews and analyzes all vehicle accidents, reviews injury reports and supervisor's accident investigation reports. Meets with departmental safety representatives and supervisors to analyze problem areas and determine corrective actions that will reduce high frequency accidents.

Supports the Safety Manager in coordinating and teaching a variety of safety oriented classes, including CDL, defensive driving and general safety compliance. Works directly with department safety representatives to implement needed safety, health and risk prevention training.

Supports and encourages a safe and hazard-free environment for City employees and the public by developing safety standards for all City work activities; advises supervisors and employees on job safety practices; conducts safety inspections of work sites.

Responds to accidents and incidents to ensure proper care for injured City employees, investigates causes of accident and develops procedures to correct unsafe work practices or conditions; conducts safety meetings and training sessions. Other duties as assigned.

Knowledge of federal, state and local work safety standards, practices, and techniques. Knowledge of work safety hazards in varied work situations. Knowledge of potential danger to the public in parks and streets.

Ability to read and interpret City codes and ordinances, write reports and make oral presentations. Ability to establish and maintain effective working relationships with staff, employees, supervisors and the public. Ability to investigate complaints from the public. Ability to analyze work situations to develop accident prevention methods and procedures.

Skill in determining the causes of accidents/incidents and establishing preventive measures. Skill in investigating property damage claims to determine liability.

Qualifications: A minimum of five (5) years experience administering an accident/loss prevention program or risk management program. Must have experience in the management or coordination of claims. Must be able to demonstrate working knowledge of OSHA rules and regulations, DOT regulations regarding safety-sensitive positions, and general work place safety rules.

A degree in a relevant field of study is preferred, but not required; however, an advanced college degree in a related field may be substituted in partial fulfillment of the required experience. Any combination of relevant training, education, and experience will be considered.

Must possess a valid New Mexico driver's license and safety management certification from the National Safety Council, ASSE, or other recognized safety-related organization.

In addition to an excellent benefit package, starting annual base salary will be \$71,308.22. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to [hr@cityofcarlsbadnm.com](mailto:hr@cityofcarlsbadnm.com). Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes accepted until the position is filled.

EOE M/F/V/D