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| Title: Safety Program Coordinator | Effective Date: June 17, 2023 | Grade: XIV | Job Category: Professional |
| Prior Title: Emergency Response Coordinator | Prior Effective Date: June 19, 2021 | Grade: XII | Page: 1 of 2 |

CHARACTERISTICS OF WORK

Under supervision of the Health & Safety Section management team, the Safety Program Coordinator will coordinate statewide safety, emergency preparedness, emergency training programs and emergency operation drills, and maintain the internal emergency response activities plan and coordinate the ARDOT CERT program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Collaborate with ARDOT Divisions, Districts, and other stakeholders to enhance emergency preparedness capabilities.
- Work closely with Divisions and Districts to develop emergency management plans and procedures tailored to the specific needs of each area that complement ARDOT’s overall emergency management strategy.
- Maintain and update a communications strategy for communicating with law enforcement agencies and other relevant organizations.
- Develop, implement, and maintain an emergency management training and exercise/drill program that prepares ARDOT personnel for effective response to, and recovery from, emergencies of varying scale and complexity.
- Represent the Human Resources Division at emergency management and disaster recovery team meetings.
- Coordinate ARDOT’s Community Emergency Response Team members.
- Coordinate emergency response plans at ARDOT facilities statewide.
- Provide training and educational materials to optimize and improve knowledge of ARDOT staff in regards to disaster mitigation and response to help them be better prepared for emergencies.
- Work collaboratively to identify, reduce and/or eliminate risk from the perspective of emergency management, and support ARDOT’s efforts to advance an enterprise risk management strategy.
- Develop, revise, implement, maintain and provide input on internal comprehensive disaster and emergency plans, checklists and programs addressing statewide prevention, mitigation, response, recovery and preparedness actions.
- Deliver classroom training in a variety of subjects, including compliance training as needed.
- Assist Health and Safety Officers in safety and risk management procedures.
- Develop and instruct course materials for Maintenance Training Academy (MTA).
- Coordinate with Health & Safety Officers to develop, implement, and maintain safety training programs.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in public health, public administration, human resources, business, or related field; OR the educational equivalent to a diploma from an accredited high school, plus a minimum of four years’ professional experience planning and implementing emergency management programs and response strategies. Experience in a safety, emergency preparedness and/or response position or related field.

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Knowledge, skills and abilities: Advanced knowledge of local, state, and federal laws and regulations regarding safety, emergency service, disaster response, recovery, and risk mitigation. Highly effective oral and written communication skills. Effective planning, organizational, and problem-solving skills. Ability to work effectively under considerable pressure during emergency situations. Thoroughness and careful attention to detail. Ability to work cooperatively and courteously with others. Thorough understanding of, and training in, emergency/crisis management, disaster response, and/or public safety. Thorough understanding of the principles of business continuity and disaster recovery planning. Effective computer and technical skills.

Working conditions: Frequent statewide travel required.

Licenses, registrations and certifications: Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check is required to determine candidate suitability for employment. Failure to meet these standards may cause the applicant to be rejected or terminated from the position.