

Title: Senior Health and Safety Officer	Effective Date: June 17, 2023	Grade: XIV	Job Category: Professional
Prior Title: Health and Safety Officer	Prior Effective Date: April 14, 2021	Grade: XIII	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is accountable for the development, promotion, and implementation of the Department’s workplace safety 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.

- Maintain knowledge of current OSHA, Federal Highway Administration (FHWA), the Manual on Uniform Traffic Control Devices (MUTCD) and state fire marshal safety regulations and conduct inspections to ensure compliance.
- Conduct work-site inspections of facilities, operations, and work activities.
- Develop training presentations and instruct personnel in safety and risk management procedures.
- Instruct personnel in emergency preparedness and response procedures.
- Coordinate and attend weekly and monthly safety meetings.
- Investigate employee accidents, prepare reports and maintain records.
- Prepare a job safety analysis (JSA).
- Evaluate personal protective equipment (PPE) and ensure proper use and maintenance.
- Oversee drug and alcohol testing of employees according to the Department’s Drug and Alcohol testing policy.
- Educate supervisors and employees about the Drug and Alcohol Testing policy and Drug and Clearinghouse procedures.
- Provide up-to-date safety information for bulletin boards and employees.
- Compile injury and vehicle accident statistics used to identify accident trends and develop prevention programs.
- Instruct course materials developed for the Maintenance Training Academy (MTA).
- Instruct employees in Commercial Driver License (CDL) testing procedures.
- Provide guidance and mentoring to other Health & Safety Officers.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in related field, OR the educational equivalent to a diploma from an accredited high school plus four years of safety-related experience. Professional experience in a health and safety related field.

Knowledge, skills and abilities: Verbal and written communication skills. Ability to effectively utilize computer skills, including a working knowledge of Microsoft Word, Excel, Power Point, and Outlook. Thorough knowledge of the Department’s Drug and Alcohol Testing policy and procedures. Ability to interpret, apply and clearly explain the policies and procedures contained in the MUTCD and Safety Manual. Demonstrated leadership skills and ability to provide guidance and mentoring to others. Well-developed sense of urgency and follow-through. Demonstrated ability to take initiative in developing and implementing new safety training. Demonstrated ability to write clear and thorough accident investigation reports and safety program proposals.

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Working conditions: Constant statewide travel including overnight travel as needed.

Licenses, registrations and certifications: Valid driver’s license. Applicants for this position must obtain a Class A commercial driver’s license (CDL) with tanker (“N”) endorsement within 180 days. Failure to obtain the required CDL certification within the 180-day period may result in immediate termination. Successful applicants must meet the physical and mental requirements for a CDL.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing.

("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.)