

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000125
Grade 26**

EMPLOYEE SAFETY PROGRAM SUPERVISOR

DEFINITION OF CLASS:

This is supervisory professional work in planning, developing and organizing comprehensive loss prevention/control programs in occupational safety and health, fleet safety, fire prevention and protection, safety training and promotion of safety programs. Contacts include employees of the same unit for the purposes of providing supervision and resolving problems; with staff and collateral duty safety officers from other departments/agencies to develop work programs and coordinate projects relating to the County's safety program; with various Federal and State agencies for the purpose of exchanging information; and with contractors with Montgomery County to monitor and ensure code compliance. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class is responsible for working with management to establish and maintain loss prevention programs which will provide a safe, healthful and productive environment for employees and prevent damage to property and reduce costs resulting from accidents. An employee receives wide ranging assignments, normally from a Division Chief, which include oversight of grant and sub-contract administration, special research studies, State and Federal legislation, Capital Improvements Programs, computer-supported information systems and the formulation and implementation of policies and procedures governing the administration of the County's loss prevention and control program. Work requires knowledge of occupational safety and health standards with guidelines provided in the form of Federal, State and County laws, codes, regulations, policies and procedures. The employee has latitude for independent judgment and initiative in obtaining objectives. The complexity of this work is derived by the many locations serviced and the employee's ability to independently establish priorities and gain acceptance and cooperation of department/agency employees in the operation of a safety program. The impact of this class of work is realized by the County Government as a whole in that work performed by an employee in this class increases productivity and reduces losses by designing methods to prevent accidents and occupational illnesses. While work is primarily performed in an office environment, an employee in this class visits various worksites to investigate accident claims and inspect facilities, machines, equipment and materials to evaluate potential hazards and make recommendations to reduce loss potential. Work is reviewed through conferences, analysis of reports and completed work submitted, and through evaluation of the effectiveness with which program objectives are met.

EXAMPLES OF DUTIES: (Illustrative Only)

- Provides assistance, as appropriate, to department/agency heads and other principal managerial personnel to plan, organize, coordinate, evaluate and oversee the loss prevention/control program activities of the department/agency.
- Supervises and participates in the research, formulation and enforcement of County government-wide safety policies and procedures.

- Establishes and coordinates periodic department/agency safety training programs.
- Supervises the development and implementation of data collection and reporting systems to be used in evaluating the needs, goals and achievements of loss prevention programs.
- Directs the research and evaluation of the latest developments in the field of accident prevention/loss control.
- Establishes and maintains continuing liaison with local, State and Federal governments, private business organizations and civic associations to improve safety programs.
- Coordinates County's loss prevention/control program with other self insurance program participants (Maryland National Capital Park and Planning Commission, Montgomery County Public Schools, City of Rockville and Montgomery College) by serving on committees and providing information.
- Represents the department/agency to which assigned on committees and at conferences.
- Conducts performance evaluation reviews of subordinate employees.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles and practices appropriate to the occupational health and safety field.
- Thorough knowledge of Federal, State and local laws pertaining to safety.
- Knowledge of personal computer capabilities and the application of computer systems to public financial management.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information and data.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationship with officials, associates and the public.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Thorough (5 years) experience in the occupational safety and health field.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam.

Class Established: July, 1968

Revised: December, 1970

August, 1994 (M)

August, 2013

September, 2014