Missouri Department of Transportation Job Description

Job Title: Senior Safety Specialist

Title Code: R04466

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker

District/Division: Central and District Offices - Safety & Emergency Management

Effective Date: 09-01-2026

Replaces (Effective Date): 02-01-2025

General Summary

The senior safety specialist provides professional support and assists in defining direction for safety programs and processes. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Industrial Hygiene, Occupational Safety, or related field, **AND** four years of experience in industrial hygiene or occupational safety, **OR**
- Eight years of experience in industrial hygiene or occupational safety.
- Must obtain OSHA construction outreach trainer authorization within six (6) months of start date.

Special Working Conditions/Job Characteristics

- Job requires frequent district-wide and occasional statewide travel.
- Job requires exposure to physical hazards, health and safety risks, and/or adverse or otherwise undesirable characteristics in the environment.

Examples of Work

1. Coordinates the department's safety and occupational health programs.
2. Identifies and assesses risks, exposures, and hazards through development and management of control strategies for department operations.
3. Measures, evaluates, audits, and continually improves the effectiveness of hazard controls and control programs.
4. Conducts safety training, performs ergonomic assessments, and organizes industrial hygiene testing; may coordinate workplace security programs, including training.

5. Conducts or directs investigations of workplace incidents involving department employees to determine cause and make preventative recommendations; may assess and review workplace locations for security risks.

6. Investigates workers' compensation, fleet vehicle liability, general liability, and property damage claims.

7. Compiles injury and vehicle accident statistics used to identify accident trends and develop prevention programs.

8. Conducts worksite audits of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures and improve workplace security.

9. Coordinates the activities of various safety committees.

10. May assist district management in implementing and coordinating department processes involving employee occupational safety programs and workplace security.

11. May assist in environmental compliance programs per applicable federal, state, and local laws.

12. Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.

13. Performs other responsibilities as required or assigned.