

Missouri Department of Transportation

Code: R04466

Title: Senior Safety Officer

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date	04-01-2018
Replaces (Effective Date)	12-01-2013
General Summary	The senior safety officer provides professional support and assists in defining direction for risk management programs and processes in the district. Responsibilities are performed under general supervision.
Minimum/Required Qualifications	Bachelor's Degree: Business Administration, Criminal Justice, Risk Management, Safety Management, or related field Four years of experience in risk management, safety management, or security management.
Supervisory Responsibilities	Lead Worker Only
Location	Central and District Offices - Risk and Benefits Management
Special Working Conditions/Job Characteristics	Job requires frequent district-wide and occasional statewide travel. Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work

- (1) Coordinates the department's safety and occupational health programs, including training of employees, assisting and organizing committees, coordinating safety awards, coordinating employee facility access, and recommending accepted prevention measures; may coordinate workplace security programs, including training.
- (2) Conducts or directs investigations of workplace accidents involving department employees to determine cause and make preventative recommendations; may assess and review workplace locations for security risks.
- (3) Investigates all workers' compensation, fleet vehicle liability, general liability, and property damage claims, sets up case files, and takes statements.
- (4) Compiles injury and vehicle accident statistics used to identify accident trends and develop loss prevention programs.
- (5) Conducts worksite inspection of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures and improve workplace security.
- (6) Reviews injury and incident reports to reduce and eliminate hazards.

- (7) Coordinates the activities of the Safety Committee.
- (8) Assists with prompt return to work of injured employees consistent with the department's temporary modified duty policy.
- (9) May assist district management with the implementation and coordination of department processes involving employee occupational health programs and workplace security.
- (10) Coordinates environmental compliance programs per applicable federal, state, and local laws.
- (11) 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.
- (12) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.