

Missouri Department of Transportation

Code: R04465

Title: Intermediate Safety Officer

Exemption Status: Non-Exempt

Grade: 13

Job Description

Effective Date	04-01-2018
Replaces (Effective Date)	12-01-2013
General Summary	The intermediate safety officer provides mid-level professional support for risk management programs and processes in the district. Responsibilities are performed under moderate supervision.
Minimum/Required Qualifications	Bachelor's Degree: Business Administration, Criminal Justice, Risk Management, Safety Management, or related field Two years of experience in risk management, safety management, or security management.
Supervisory Responsibilities	None
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 at the district level, including training of employees, assisting and organizing committees, coordinating safety awards, coordinating employee facility access, and recommending 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 incident statistics used to identify incident 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) May assist district management with the prompt return to work of injured employees under the department's temporary modified duty policy.
- (9) May assist in the administration of occupational health and workplace security programs.
- (10) Coordinates environmental compliance programs per applicable federal, state, and local laws.
- (11) 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.