

Missouri Department of Transportation

Code: R04603

Title: Safety Officer

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date	04-01-2018
Replaces (Effective Date)	12-01-2013
General Summary	The safety officer provides entry-level professional support and assists in defining direction for risk management programs and processes in the district. Responsibilities are performed under direct supervision.
Minimum/Required Qualifications	Bachelor's Degree: Business Administration, Criminal Justice, Risk Management, Safety Management, or related field
Supervisory Responsibilities	None
Location	Central and District Offices - Risk and Benefits Management
Special Working Conditions/Job Characteristics	Job requires frequent travel within the district 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 program 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) Investigates workers' compensation, fleet liability, general liability, and property damage claims.
- (3) Investigates injury and incident reports to determine causation and prevent recurrence.
- (4) Maintains incident records, prepares reports to identify trends, and develops individual curriculum to prevent recurrence.
- (5) Conducts work-site inspections of facilities, operations, and work activities; makes recommendations to minimize hazards and/or exposures and improve workplace security.
- (6) Serves as a resource for safety issues by participating in the district safety committee and other team related projects.
- (7) May assist in the administration of occupational employee health and workplace security programs.
- (8) Coordinates environmental compliance programs per applicable federal, state, and local laws.
- (9) 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.