

CHIEF OF SAFETY AND SECURITY OPERATIONS
(Department of Public Works)

NATURE OF WORK IN THIS CLASS:

This is responsible supervisory work involved in the administration of a comprehensive occupational safety and health and security program and activities for the Department of Public Works.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned, any one position may not include all the duties listed.)

Responsible for the administration of occupational safety and health programs and activities for the Department of Public Works.

Responsible for the programs and activities of security guard personnel involved in protecting government property against theft, vandalism and illegal entry.

Reviews, analyzes and evaluates program operation and determines the need for improvement such as law or policy revisions, improved methods, techniques and procedures, increased staffing to improve effectiveness.

Conducts inspections periodically to gain information on security performance in the enforcement of laws, rules and regulations; conducts inspections of work areas for the detection and elimination of unsafe acts and conditions and insures compliance with safety requirements.

Recommends and initiates appropriate actions on personnel matters, including new appointments, promotions, leaves of absences and disciplinary problems.

Investigates accidents and breakdowns of government vehicles; investigates complaints involving criminal activity and submits investigation reports.

Monitors radio communication messages and responses to emergency situations.

Maintains records and prepares administrative and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of principles and practices of management and of administrative processes.

Knowledge of the principles, practices and techniques of occupational safety and health.

Knowledge of the modern principles, practices, and methods of security administration, organization and operation.

Ability to administer a comprehensive occupational safety and health and security programs and activities.

Ability to interpret, apply and enforce pertinent laws, rules, regulations and other program guidelines.

Ability to make decision in accordance with appropriate program guidelines.

Ability to assess and evaluate program deficiencies and initiate and recommend improvements.


Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- A) Three years of progressively responsible technical experience in occupational safety inspection and security enforcement work and one year of supervisory work experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, physical or related sciences, or related field; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: April 1989
Pay Range: 49


NORMA J. AFLAGUE
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