



Employment Opportunity

Safety and Training Coordinator - Office of Risk Management

\$23.62 hourly salary (Grade C12) - Revised

40 hour position with full benefit package

Apply By: Friday, November 9, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Coordinate and implement the County's safety, loss control, training programs and inspections to control costs, reduce injuries and ensure compliance with OSHA and MOSH in accordance with Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Establish, coordinate and implement safety related policies, programs and procedures that comply with Federal and State regulations, including; OSHA, MOSH, Maryland Department of Environment (MDE), and Health Department
2. Write, maintain, prepare, and analyze statistical data, injury/accident and other reports; investigate safety concerns, recommend and ensure implementation of corrective safety plans
3. Conduct and/or coordinate various formal and informal inspections including but not limited to job site, vehicle, building, and environmental; maintain required record keeping for safety and health programs
4. Develop, implement and present training/education programs and materials including but not limited to CPR, Flagging, CDL, and forklift training
5. Coordinate drug and alcohol testing, safety shoe and eyeglass program, and Commercial Drivers training and Licensing programs for employees
6. Coordinate and implement the County Safety and loss control programs; recommend improvements and enhancements as needed
7. Lead Safety Committee meetings, prepare educational materials and participate in new employee safety training programs
8. Perform related duties as to specific assignments

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Occupational Safety, or degree that includes coursework in safety management preferred
2. Extensive knowledge and experience with OSHA/MDE regulations, safety education and training

A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license (class A commercial driver's License preferred)
2. American Red Cross CPR, AED, First Aid Training Certification within 6 months
3. American Traffic & Safety Services Association Flagger Instructor Certification within 6 months

A Carroll County Government job application is required for this position

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 10/26/18
(19-36)**

Carroll County is an equal opportunity employer