



**CITY OF SAN ANTONIO**  
invites applications for the position of:  
**Occupational Health &  
Safety Manager**

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**SALARY:** \$29.33 - \$49.87 Hourly  
\$61,016.28 - \$103,727.52 Annually

**OPENING DATE:** 10/30/17

**CLOSING DATE:** 11/27/17 11:59 PM

**Grant Funded:** No

**Work Hours:** 7:45 a.m. - 4:30 p.m., Monday - Friday

**JOB SUMMARY:**

Under administrative direction, is responsible for the implementation and administration of the Occupational Health and Safety Management System program for City of San Antonio Departments. Coordinates safety efforts with internal and external stakeholders to ensure compliance with applicable agencies standards, continual training and accreditation of the program. Exercises direct supervision over assigned staff.

This position is an "unclassified" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status and can be terminated at any time for any reason.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes, audits and administers the maintenance and operation of the OHSMS to various city departments.
- Coordinates the implementation of occupational health & safety standards into departments and provide consultation services to certified departments.
- Reviews and revises citywide OHSMS policies and procedures in accordance with changes to system standards and other regulations and new technological changes.
- Identifies and creates corrective action plans for safety and risk issues for all non-conformance issues in the performance management system.
- Analyzes procedural and processes standards within the city departments to determine and develop targeted objectives.
- Plans, develops, promotes, and administers safety education programs with respect to the OHSMS program.
- Conducts cost/benefits analysis, techniques, and methods in measuring OHSMS objectives and outcomes.
- Coordinate accident and injury investigation reviews for risk analysis and industry research studies for development of best management practice.
- Coordinates audit schedules for internal and external audits.

- Prepares, communicates and presents information, trends, safety statistics, program developments and audit results for Department Directors.
- Interviews, selects, supervises, develops, evaluates, counsels, and disciplines personnel according to established COSA policies, procedures, and guidelines.
- Performs related duties and fulfill responsibilities as required.

**JOB REQUIREMENTS:**

- Bachelor's Degree in Safety Management or related field from an accredited college or university.
- Five (5) years of experience with a safety or risk management program.
- Valid Class "C" Texas Driver's License

**PREFERRED QUALIFICATIONS:**

- Certified Internal Auditor
- Associate Safety Professional (ASP)
- Certified Safety Professional (CSP)

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Unless otherwise stated, applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.
- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**PHYSICAL REQUIREMENTS:**

- Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to

operate a motor vehicle, audio-visual equipment, safety testing equipment, computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, lifting, climbing, squatting, and kneeling to perform the essential functions. Working conditions are in an office and outdoor environment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of Federal, State, and local laws related to safety, DOT, workers' compensation, liability, regulations and standards.
- Knowledge of Safety Management System Principles and risk management methodologies.
- Knowledge of principle of supervision, training, and performance evaluation.
- Knowledge of accident prevention principles, practices, and procedures.
- Knowledge of budget preparation and monitoring techniques and procedures.
- Skill in using Microsoft Office Excel and PowerPoint software applications and various office equipment.
- Skill in operating vehicles and safety testing/monitoring equipment.
- Ability to interpret and apply OSHA, EPA, NFPA, ANSI, DOT, and other applicable federal, state, and local regulations.
- Ability to interpret safety regulations and standards.
- Ability to develop and evaluate administrative policies and procedures.
- Ability to leverage and/or engage others to accomplish projects.
- Ability to interpret safety regulations and standards.
- Strong verbal and written communications with ability to effectively communicate at multiple levels in the organization and documentation internal audit findings with accuracy.
- Ability to multitask, prioritize and meet deadlines in timely manner.
- Detail-oriented with excellent follow-through skills to drive projects to closure.
- Outstanding organizational and analytical skills.
- Ability to establish and maintain an effective working relationship with all levels of management, vendors, other government agencies, employees and the general public.
- Ability to communicate clearly and effectively both verbally and in writing with a wide variety of people.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

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• APPLICANTS SELECTED FOR EMPLOYMENT WITH THE CITY OF SAN ANTONIO IN THIS POSITION MUST RECEIVE SATISFACTORY RESULTS FROM PRE-EMPLOYMENT DRUG TESTING, REFERENCES, BACKGROUND CHECKS AND CREDENTIAL VERIFICATION. ADDITIONALLY, SINCE THIS IS A SENSITIVE POSITION, SELECTED APPLICANTS MUST COMPLY WITH THE TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM ACCESS POLICY, AND YOU ARE SUBJECT TO INTERVAL CRIMINAL BACKGROUND CHECKS IN ACCORDANCE WITH TITLE 49 CODE OF FEDERAL REGULATIONS.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sanantonio.gov/HR/CareerCenter.aspx>

Position #2018-00150  
 OCCUPATIONAL HEALTH & SAFETY MANAGER  
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Human Resources Department  
 San Antonio, TX 78205  
 210-207-8705

[hrcustomerservice@sanantonio.gov](mailto:hrcustomerservice@sanantonio.gov)

## Occupational Health & Safety Manager Supplemental Questionnaire

- \* 1. Are you a current regular full time CoSA employee?
- Yes  
 No
- \* 2. Do you have a valid Texas Driver's License OR valid driver's license from another state with the ability to obtain a valid Texas Driver's License within 30 days of becoming a Texas resident?
- Yes  
 No
- \* 3. What best describes your highest level of education?
- Some High School  
 High School Diploma or GED recognized by the Texas Education Agency or a regional accrediting agency  
 30+ completed semester hours (credits) from an accredited college or university  
 60+ completed semester hours (credits) from an accredited college or university  
 Associate's Degree from an accredited college or university  
 90+ completed semester hours (credits) from an accredited college or university  
 120+ completed semester hours (credits) from an accredited college or university  
 Bachelor's Degree from an accredited college or university  
 Master's Degree from an accredited college or university  
 PhD, JD, or other Post Graduate Degree from an accredited college or university  
 None of the above
- \* 4. How many years of experience do you have with a safety or risk management program?
- Less than one year  
 1 year  
 2 years  
 3 years  
 4 years  
 5 years  
 6 years  
 7 years  
 8 years  
 9 years  
 10 years  
 11 years  
 12 years  
 13 years +  
 I do not have experience with a safety or risk management program.
- \* 5. Select any of the following fields/ majors in which you have a Bachelor's Degree or

higher:

- Risk Management
- Safety Management
- Other Related Field (please specify below)
- None of the above

- \* 6. If you answered "Other Related Field" in the previous question, please list it here:
  
- \* 7. Select any of the following certifications you currently have:
  - Associate Safety Professional (ASP)
  - Certified Environmental and Safety Compliance Officer
  - Certified Hazardous Materials Manager
  - Certified Industrial Hygienist (CIH)
  - Certified Internal Auditor
  - Certified Safety Professional (CSP)
  - Certified Safety and Health Official (CSHO)
  - Occupational Health & Safety Technologist (OHST)
  - Occupational Safety & Health 500 and 501 Certification
  - OSHA Public Sector Safety & Health
  - None of the above
- \* 8. Explain the steps before an audit processes?
  
- \* 9. How do you use the information collected during an audit?
  
- \* 10. Give some examples of leading indicators used to measure an organizations safety performance?
  
- \* 11. How do you gain support for the organizations safety management system program for managers?
  
- \* 12. I UNDERSTAND that this position is an "unclassified" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status and can be terminated at any time for any reason.
  - Yes
  - No

\* Required Question