



**CITY OF SAN ANTONIO**  
invites applications for the position of:  
**Safety Supervisor -  
Training**

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**SALARY:** \$22.80 - \$34.20 Hourly  
\$47,419.32 - \$71,128.98 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 general direction, is responsible for oversight of the Risk Safety Training Program and safety efforts performed by departmental Safety Coordinators to ensure standardization of assessments, investigations, reviews, audits, and various safety efforts city-wide. Exercises direct supervision over assigned departmental Safety Coordinators.

**ESSENTIAL JOB FUNCTIONS:**

- Design, develop, and implement initial and recurrent safety training programs for citywide department personnel.
- Develop and standardize annual safety training calendar for City departments administrative and field position employees.
- Oversees and monitors the Driver Safety Training Program.
- Develop Risk Safety Coordinator Competency Training Program and track certification qualifications.
- Develop Safety Coordinators in familiarization and delivering effective safety training material.
- Transition safety training program to HR Moodle and continue development and training maintenance of automated programs.
- Develop and maintain a standard Risk safety training library consisting of various safety resources.

- Provide City supervisors with quarterly Reasonable Suspicion, Accident and Injury Investigation and Primary Driver Training.
- Interviews, selects, supervises, develops, evaluates, counsels, and disciplines personnel according to established COSA policies, procedures, and guidelines.
- Assist in developing Safety Division's Fiscal Year training budget.
- Manage Safety Division's inventory of supplies and equipment.
- Serve as Chairman for the Citywide ARB.
- Track safety data for accurate entry and trend analysis for periodic reporting of Safety Division monthly activity reports, accident and Injury Review Board (ARB) and Key Performance Indicators (KPI) in multiple systems.
- Ensures compliance with standard policies and procedures.
- Serve as Interim Supervisor in the absence of other Safety Supervisors. May also serve as Interim Safety Administrator.
- Fulfills responsibilities and additional duties as required.

**JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university.
- Four (4) years of responsible experience with a safety or risk management program.
- This position requires a valid Class "C" Texas Driver's License OR valid driver's license from another state with the ability to obtain a valid Class "C" Texas Driver's License within 30 days of becoming a Texas resident. Use of your own personal vehicle may at time be required and proof of Liability Insurance will be required.

**PREFERRED QUALIFICATIONS:**

- Experience with establishing training objectives and standards.
- Certified Adult Learning Instructor .

**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.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Federal, State, and local safety, DOT, workers' compensation, and liability regulations and standards.
- Knowledge of accident prevention principles, practices, and procedures.
- Knowledge of hazardous chemicals and waste products.
- Knowledge of adult training methods, procedures, and techniques.
- Knowledge of accident and injury investigation procedures and techniques.
- Skill in using Microsoft Office Excel and PowerPoint software applications and various office equipment.
- Knowledge in the use of safety equipment testing/monitoring.

- Ability to interpret and apply OSHA, EPA, NFPA, ANSI, and other applicable federal, state, and local regulations.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and provides recommendations in support of goals.
- Ability to establish and maintain effective working relations with co-workers, management, and the public.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

• 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, 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 #2018-00149  
 SAFETY SUPERVISOR - TRAINING  
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Human Resources Department  
 San Antonio, TX 78205  
 210-207-8705

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

### **Safety Supervisor - Training 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 +
  - I do not have experience with a safety or risk management program.
5. Select any of the following types of safety regulations and standards you have professional working knowledge of:
- Federal
  - State
  - Local
  - OSHA
  - None of the above
- \* 6. Select any of the following areas you have at least two (2) years of professional experience with:
- Accident prevention, principles, practices, and procedures
  - Chemical safety
  - Safety training methods, procedures, and techniques
  - Investigation procedures and techniques, including root and cause analyses
  - Building codes
  - Hazard identification
  - DOT regulations
  - NFPA codes and standards
  - None of the above
- \* 7. How many years of experience do you have working with an occupational, health, and safety program?
- Less than one year
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - 5 years +
  - I do not have experience working with an occupational, health, and safety program.
- \* 8. Are you Certified as an Adult Learning Instructor?
- Yes
  - No
- \* 9. Describe your experience with establishing a safety training program to reduce workplace injuries and accident for your work group/team/organization. What was your role? What was the result?

- \* 10. Describe a time you observed an employee working in an unsafe manner and what actions were taken. If you do not have experience, explain what action you would take to resolve.
  
- \* 11. What training techniques do you use to organize, plan and prepare for presenting training to employees?
  
- \* 12. What process do you use to identifying employee training needs in the organization?
  
- \* 13. What training methods do you use to determine the effectiveness of your organization's safety training program?
  
- \* Required Question