

Title: Safety and Training Compliance Manager	Date Issued: January 2025
Department: Human Resources	Civil Service/FLSA Status: Classified, Exempt
Unit: Non-Bargaining	Pay Grade: N27

CITY OF CUYAHOGA FALLS

An Equal Opportunity Employer

POSITION DESCRIPTION

SAFETY AND TRAINING COMPLIANCE MANAGER

JOB OBJECTIVE: Under the general direction of the Human Resources Director with independent responsibility for functional oversight of the City of Cuyahoga Falls Safety and Health Program and the City’s in-house Commercial Driver Training Program; responsible for the development, management, and evaluation of programs, policies, and initiatives in compliance with governing codes, rules, and regulations; and serves as the designated commercial vehicle instructional leader in the classroom, on the driving range, and the road.

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor’s degree in occupational safety and health, safety management, human resources, public administration, or related field is preferred; a minimum of two years of experience operating a Class A w/tanker endorsement commercial motor vehicle is required; experience above the entrance level in safety and health administration or safety compliance is preferred; or any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Knowledge: FMSCA Entry-Level Driver Training Provider requirements, CDL and DOT regulations, and OSHA safety and health requirements and procedures mandated by federal and state law. Knowledge of the principles and techniques of employee training. Correct English language usage, grammar, spelling, punctuation, and vocabulary.

Skills: Perform safety checks on trucks and equipment; teach various types of students based on their ability to learn; excellent human relations and communication skills to positively interact with students, staff, management, government officials, and the general public. Intermediate/advanced computer skills including Microsoft Office (Word and Excel), email, and the Internet.

Abilities: Stay abreast of FMSCA, DOT, and OSHA state, local, and industry regulations; ability to safely operate a Class “A” motor vehicle w/tanker endorsement; work under pressure, and respond quickly to employ corrective driving measures; exercise sound independent judgment within general policy guidelines; handle stressful situations; set priorities; meet deadlines, and maintain confidentiality. Ability and desire to work in a team environment and work flexible hours as needed.

LICENSURE OR CERTIFICATION REQUIRED: Must possess a valid Class “A” State of Ohio driver’s license with tanker endorsement and have the ability to maintain continuing eligibility under the City’s driver eligibility standards. Possession of a valid certification as a Certified Safety Professional, Safety Management Specialist, or similar professional certification in a comparable field of occupational safety education must be obtained within one year of appointment to the position.

SPECIAL REQUIREMENTS: Must be a non-smoker and non-tobacco/nicotine user, including but not limited to cigarettes, cigars, pipes, snuff, etc., and refrain from using all tobacco/nicotine products for the duration of employment with the City.

SUPERVISION EXERCISED: None

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ESSENTIAL JOB FUNCTIONS:

- Coordinates and supervises implementing, evaluating, and maintaining a comprehensive city-wide occupational health and safety program to prevent injury, occupational illness, and property damage and ensure compliance with governing codes, rules, and regulations.
- Ensures Public Employer Risk Reduction Program (PERRP) standards are enforced and work is performed in adherence to established safety procedures.
- Coordinates and participates in assessments, investigations, reviews, audits, and various City-wide safety efforts.
- Plans, develops, and conducts or arranges safety and health-related training for all new and existing employees.
- Facilitates the City-wide Safety Committee and attends regularly scheduled monthly Safety Council meetings.
- Initiates, facilitates, and participates in meetings with representatives from various departments, unions, and outside agencies regarding safety matters.
- Conducts and supervises facility and site inspections, and performs job hazard analyses and other evaluations to identify hazards and potential risks.
- Makes recommendations to managers for implementing appropriate corrective actions.
- Conducts audits of corrective actions to ensure compliance.
- Orders suspensions of activities that pose threats to workers' safety or health.
- Investigate occupational accidents and near-misses to establish root cause.
- Prepares and maintains the City safety manual and other safety-related forms, documents, and reports.
- Coordinates medical monitoring programs for employees.
- Keeps current on development and research trends in training, safety, and accident prevention programs.
- Assists in the procurement of safety equipment and hardware.
- Serves as the commercial vehicle instructor by implementing training procedures outlined in the Commercial Transportation Center standard operating instructional manual and curriculum that meets the classroom and behind-the-wheel range and road training regulations.
- Evaluates student progress and skills by the program curriculum and objectives.
- Schedules and conducts range/road training, CDL, and required DOT testing.
- Maintains student records according to State of Ohio regulations.
- Maintains student daily log book and attendance records.
- Determines supply and equipment needs of the classroom and assists in determining the supply and equipment needs of the driving range.
- Checks equipment to ensure preventative maintenance has been completed.
- May assist in the selection, testing, and orientation of new trainers.
- Drives to worksites, meetings, and trainings.
- Represent and commit to building a culture inclusive of diversity, equity, inclusion, ethics, and trust.
- Meet all job safety requirements and standards that pertain to the essential functions of the position.
- Demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES: Performs any related duties as assigned.

TOOLS AND EQUIPMENT USED: Class A commercial vehicles; multi-line telephone, radio, and voice messaging system; personal computer including word processing, spreadsheet, email, calendar, and internet applications; printer, copier, scanner, fax, and calculator.

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PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms and climb or balance. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus.

WORK ENVIRONMENT: (The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; and job-related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.