



**Carbon County
Job Description**

Title: Safety Coordinator	Job Code:
Department: Safety	Effective Date: Jan. 2023
Reports To: Commission	Last Revised:
Full Time	FLSA Status: Exempt

Overall Responsibility:

Oversee safety programs and procedures for the welfare of the county employees.
Assure safety programs approved by the County Commissioners are implemented.
Address issues and manage tasks related to overall safety in order to reduce Carbon County's liability for risk management and insurance purposes.

Key Tasks and Responsibilities:

Work directly with Human Resources Department to create or continue to utilize existing protocol to have all documentation and paperwork managed and filed in a consistent manner and available for review for insurance, liability and/or legal purposes.
Safety training for Road Shop & Maintenance Department
Task training on all equipment and trucks
Assure regular safety meeting are held and attended.
Coordinate policies and activities concerning the Administration of Safety in the County.
Communicate with Department Heads/Supervisors, and Commissioners as needed.
Investigate as needed certain safety complaints and injuries or to make sure proper authority is notified to investigate incidents.
Help with snow removal as needed
Highway audits (inspections), building audits
Traffic sign audits
Excavation inspections and reporting

Skills and Attributes:

CDL required, or must be obtained within 6 months
Advance Safety Certificate required, or obtained within 1 year
Powered Industrial Trucks (Fork Lifts) Safety Instructor, or obtained within 6 months
Caterpillar Certified Hydraulic Excavator Operator or obtained within 1 year

Experience Requirement:

High School Diploma
Knowledge of OSHA & MSHA regulations.
Knowledge of Sound Level Monitoring
Knowledge of Respiratory Protection Programs and Requirements

***Current Training Preferred:**

- Safety Management Techniques –Utah Safety Council (32 hours)
- U.S. Department of Labor Occupational Safety & Health Administration – 10 hour training course for **Construction** and 10 hour training course for **General Industry**
- Safety Training Methods – Utah Safety Council (32 hours)
- Heavy Equipment Operator Certification
- Construction Inspection Course
- Fall Protection Training
- Utah Local Government Trusts Certification - Recognizing the signs & symptoms of Drug & Alcohol Abuse in the Work Place

Physical Effort/Environment:

Occasional lifting up to 75 pounds.

Working in all types of weather, including inclement weather conditions.

When talking must convey detailed or important instructions or ideas accurately, loudly, or quickly.

Able to hear average or normal conversations and receive ordinary information.

Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

Ability to apply logical thinking to a wide range of intellectual problems.

Able to deal with very difficult concepts and complex variables.

Ability to read technical and safety journals.

Employee Signature

Supervisor Signature

Date

Supervisor Signature

Supervisor Signature