



## Forest Preserve District of DuPage County JOB DESCRIPTION

**Job Title:** Field Safety Coordinator

**Job Code:** 0930

**Business Unit:** Fleet Management

**FLSA Status:** Exempt

**Manager Title:** Fleet Management Manager

**Last Date Reviewed:** December 14, 2021

### Job Purpose

This position is responsible to review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, or ergonomic factors for all employees throughout the organization.

### Essential Duties and Responsibilities

- Inspect, test, and evaluate workplace environments, equipment, and practices to ensure standards and regulations are followed
- Educate employees about workplace safety requirements by preparing and providing training programs or coordinate with outside vendors, coordinate safety training needs with departments for uniformity and compliance
- Develop in-house training courses, materials and handouts using available resources
- Establish and maintain online training library, work with I.T. and HR on requirements
- Coordinate and train District employees on OSHA and other safety programs as needed with emphasis on being proactive in risk prevention
- Ensure compliance with OSHA regulations and inspect job sites for training opportunities
- Administer and maintain the Safety Manual and SDS software for the District
- Work with appropriate District staff in developing and updating Standard Operating Procedures and policy
- Establish a Safety Committee of department peers, develop criteria and facilitate meetings
- Work with District's Human Resources department to review claims with a focus on training needs
- Develop KPI reports to track vehicle and property damage incidents by cause, preventability
- Handle injury and damage reports. Provide training/videos for injury/vehicle accidents as needed
- Coordinate and present CPR trainings and bloodborne pathogens training to District staff
- Coordinate AED orders, inspections, replacement, and distribution
- Handle coordination of Respiratory program – medical evals, fit testing (third party)
- Coordinate emergency action plans for each site and train staff
- Propose yearly budgetary numbers to cover the training needs for upcoming fiscal year
- Perform other duties as required

### Education and Experience Required

**Education:** BA/BS in Occupational Health, Human Resources, Business Administration, or related field, or equivalent combination of education and experience.

**Related Experience:** Five (5) years training-related experience desired; or equivalent combination of training and experience.

**Special training or other license, certification, etc.:** OSHA 30-hour certification or ability to attain certification within six (6) months of hire; Driver's License.

**Knowledge of:** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. OSHA Compliance laws; Workplace safety procedures.

**Skills In:** Prioritizing and managing multiple tasks and projects; establishing and maintaining effective working relationships; communicating effectively, verbally and in writing; comfortable with public speaking and facilitating a group meeting; organizational skills for maintaining schedules and keeping records neat and accurate; taking initiative to complete a task with minimal supervision; Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; establishing prevention program; efficient with Excel, Word, and other software programs;.

**Onboarding/Training Requirements:** Criminal Background Check  
Driver's License Check  
Drug Screen  
National Sex Offender Registry Check  
CPR/1<sup>st</sup> Aid Training

### Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.	X	100 lbs.		Over 100 lbs.	
Frequency	Small	X	10 lbs.		25 lbs.		50 lbs.		Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Stand and walk higher than 30% due to safety inspections, accident review, training sessions at other locations. When setting up for training sessions, may be required to lift/move up to 50 lbs. of equipment.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	At times a hard hat, ear plugs and safety glasses are required depending on the nature of the inspection and training.

**Disclaimer:** This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.