

# SAFETY SUPERVISOR #2104-226900-01

**Date Opened** Thursday, September 30, 2021 11:00 AM

**Close Date** Thursday, October 07, 2021 11:59 PM

**Section** Charlotte Water

**Salary** \$77,605.00 - \$101,855.00/year - Commensurate with experience

## OVERVIEW

The City of Charlotte is the largest municipality in North Carolina and the 17th largest city in the United States, with a total population of more than 872,498 citizens. A major commerce center, Charlotte hosts several of the nation's largest banks and technology companies.

Also known as the Queen City, Charlotte is home to the Carolina Panthers, the Charlotte Hornets and the NASCAR Hall of Fame. We work hard to ensure that the community will be a winning city for everyone – a truly remarkable place to live, work, learn and play. Join us in helping to keep our City thriving, ensuring upward mobility and advancement in the workplace.

## FUNCTION

This position develops a safety conscious culture by ensuring that all working employees and contractors, whether they are supervisors or non-supervisors, follow all known safety standards, policies, procedures, and best practices according to law and City of Charlotte dictates.

## SUMMARY

Work involves accomplishing safety goals through safety training; completing job hazard assessments; and creating safety regulations, policies, and procedures for work conducted by employees and contractors on Charlotte Water work and job sites. This position identifies and addresses work hazards; oversees related budget; and supervises safety staff.

## MAJOR DUTIES AND RESPONSIBILITIES

- Oversees safety programs and related training for Charlotte Water.
- Ensures all employees, supervisors, and contractors are safety trained for their job or work tasks.
- Observes employees, supervisors, and contractors while they are conducting work or performing job duties to ensure that all safety regulations, policies, procedures, and best practices are followed.
- Reviews Charlotte Water safety procedures, policies, best practices, and regulations; updates according to law and known standards.
- Inspects all Charlotte Water facilities, work areas, off-site work locations, equipment, machinery, and tools for adherence to safety regulations and standards, to manufacturers' requirements, and to the appropriate level of maintenance and upkeep.
- Ensures employees and safety staff are properly prepared to assume roles in case of emergencies.
- Identifies and rectifies hazards in the workplace.
- Oversees related budget.
- Analyzes data for program development.
- Enforces Safety and Health Administration (OSHA) and other related safety regulations including review of equipment safety operations; files required forms and reports.
- Assesses jobs to determine appropriate safety protocols to follow.
- Researches, reviews, and keeps current on advancements, changes, developments, and laws in the field of safety and in particularly in the field of water utility safety concurrent with the industry.
- Supervises and coordinates work activities of assigned staff; assigns work, monitors status of work, and inspects completed work; participates and provides input in staffing decisions relative to hiring, firing, discipline, and promotional opportunities; evaluates performance; mentors staff; and aids with career development.
- Performs other related job duties as assigned.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of computers and software applicable to position.
- Knowledge of Incident Command Systems.
- Skill in utilizing industry-related business systems software including Web EOC, Everbridge, SharePoint/Drupal, and My Success.
- Skill in communicating, both verbally and in writing.
- Ability to obtain a City driving permit.
- Ability to supervise employees.
- Ability to ensure employees follow physical site security protocols.

## PREFERRED QUALIFICATION

- Direct Safety Program Supervisory experience

- Advanced FEMA ICS certifications, ICS-100, ICS-200, IS-700 and IS-800.

## MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited school.
- Seven (7) years of directly related work experience
- One (1) year of supervisory experience.

Licenses, Certifications or Registrations:

- Requires a valid driver's license along with an acceptable driving record.
- Desires completion (or complete within required time frames of hire date) of advanced FEMA ICS certifications, ICS-100, ICS-200, IS-700 and IS-800.

## CONDITIONS OF EMPLOYMENT

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test and physical examination. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

As of October 1, 2021:

The City of Charlotte requires proof of COVID-19 vaccination as a condition of employment. The City is an Equal Opportunity Employer, and as such, will consider reasonable accommodations as required by law.

## HOW TO APPLY

Apply online.

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job.

Anyone seeking an accommodation to apply for a job may call (704) 336-2285 for assistance or you may email questions to [CityHrJobPostingsNotify@ci.charlotte.nc.us](mailto:CityHrJobPostingsNotify@ci.charlotte.nc.us).

## BENEFITS

The City of Charlotte provides a comprehensive benefits package to all employees.

[Click here to learn more about the City of Charlotte's benefits.](#)

The City of Charlotte is a drug and alcohol-free workplace.

## IN CONCLUSION

If you have technical issues submitting your application, [click here](#).

**Fill out the Supplemental Questionnaire and Application NOW using the Internet.**

[Apply Online](#)

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