



CITY OF BARTLETT PERSONNEL DEPARTMENT

HEALTH & SAFETY OFFICER

SALARY \$49,139-\$51,572* annually

***depending on training, education and experience**

**This is a full-time position with excellent benefits such as Pension,
Social Security, Health & Life Insurance**

Under limited supervision from the Director of Personnel, will administer the City of Bartlett and Bartlett City School's occupational health & safety program so as to ensure compliance with Federal OSHA, TOSHA and other regulatory requirements. Will assist the Director of Finance in administration and maintaining the City of Bartlett and Bartlett City School's risk management program and coordinate with coverage providers. Will design, develop and coordinate employee safety programs and safety training as needed; review job activities, investigate injuries, inspect City of Bartlett and Bartlett City School's facilities; maintain and revise safety standards and policies; monitor and investigate Worker's Compensation claims; accompany TOSHA inspectors on inspection visits; assist with City-wide Emergency Management activity; generate and post all OSHA required reports; assist the Finance Department in maintaining accurate, current records on physical assets to be covered; coordinate with insurance providers; review reports and investigate incidents that result in damage to City of Bartlett or Bartlett City Schools property; maintain accident and property damage records. Assist employees of the Personnel Department with administrative duties, including answering the telephone, greeting visitors, instructing applicants, printing on-line applications, filing and record keeping; other duties as may be assigned. Requires knowledge of OSHA and other regulatory safety requirements; knowledge of computer operation and MS Office software; skill in communicating in writing and verbally; skill in performing detailed work requiring a high degree of accuracy; ability to handle sensitive data in a highly professional manner; ability to work independently; ability to plan and organize projects. Must have a four-year college degree in a related field plus two years of experience in administering accident and/or loss prevention programs, or an equivalent combination (6 years) of education, training and/or experience. Most of the work takes place indoors in an office environment, but may be required to spend time outdoors in varying weather conditions inspecting accidents or job sites. May be required to lift objects weighing up to 50 lbs. Must have a valid driver's license. Must pass background and driver's license check and a medical exam, including a drug screen. Bartlett resident preferred, but not required. Will work in a non-smoking work environment.



City of Bartlett

6400 Stage Road
Bartlett, TN 38134
Phone: (901) 385-6430
Fax: (901) 385-5514
www.cityofbartlett.org

APPLY BY FEBRUARY 2, 2016

**Apply to the Personnel Department, Bartlett City Hall, 6400 Stage
Road, Bartlett, TN 38134, or on-line at www.cityofbartlett.org**

EOE