



VACANCY ANNOUNCEMENT

Job Title: Safety Officer/Investigator

Department: Risk Management

Union: Non-Represented

Salary Range: \$51,536 - \$68,967

Posted: Thursday, February 28, 2019 – Wednesday, March 13, 2019 (Internal Posting Only)

General Description:

The Philadelphia Parking Authority is seeking a qualified individual to fill the Safety Officer/Investigator position in the Department of Risk Management. This position monitors the health and safety programs in the workplace through implementation of safety training, inspections, develop written programs, risk identification, suggestions for eliminating safety hazards and promoting safety awareness.

Principal Duties:

- In conjunction with Director of Risk Management and insurance broker, design and implement safety programs for the Authority.
- Manages and monitors safety programs and education including but not limited to various driver training modules, safety & health training, new employee safety orientation and training for use and care of personal protective equipment.
- Performs periodic inspections of facilities, equipment and processes providing recommendations for corrections and/or additional precautions to ensure potential hazards and risky behaviors (or unsafe employee acts) are minimized.
- Ensures the organization complies with all current safety and accessibility regulations including provisions of the Americans with Disabilities Act (ADA), and that necessary records are maintained and prepared according to established requirements and guidelines.
- In conjunction with the Leadership Academy, outlines and implements training programs to educate and inform workforce on work safety, environmental safety, and accident prevention regulations and procedures.
- Develops and distributes educational materials including videos, training presentations, guides, and posters.
- Tracks and documents incidents to understand causes and recommend changes to prevent future accidents (or recurrence).
- Make periodic inspections of PPA vehicles in conjunction with Vehicle Coordinators and Fleet Maintenance to certify vehicles are fit for operating safely.
- Conduct job hazard analyses in an effort to identify potential job hazards and recommend preventive measures.

Experience & Qualifications:

- Professional training in occupational safety or related field (e.g. engineering, sciences) preferred.
- Three to five years of safety and health related experience with broad knowledge of government and applicable industry safety regulations.
- Candidates with professional safety designations such as the following: Certified Safety Professional; Associate Safety Professional; Occupational Health and Safety Technician; or other safety designations preferred.

SELECTION CRITERIA:

TESTING: N/A

SELECTION CRITERIA: QUALIFIED CANDIDATES WILL BE CONTACTED AND SCHEDULED FOR AN ORAL INTERVIEW

70% - ORAL INTERVIEW,

15% - ATTENDANCE,

15% - LATEST ANNUAL PERFORMANCE EVALUATION.

The Philadelphia Parking Authority is an Equal Opportunity Employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT RESUME TO:

**MR. DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106**